SharpSchool
Helping Schools Succeed

Social Groups

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About Groups

SharpSchool Social Groups module is an intuitive application that allows all organizations the freedom to collaborate in groups online. This online group collaborative environment is designed to stand alone as an entirely virtual group collaboration area, or be used in conjunction with traditional group collaborations.

About this Guide

This user guide offers both administrators and general users an introduction into SharpSchool's Social Groups module and how it can be used for all users to collaborate in one place, share resources, ideas, discussions, photos, and events. This guide will also show how administrators can manage the Social Groups section.

Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds. Primarily, this guide will be used by administrators, department coordinators, and curriculum coordinators.

Accessing your Groups

To access the Social Groups application, simply add /groups to the end of your site URL. For example, http://www.yourdomain.com/groups. You can also add an external link to the groups by copying and pasting the URL into a content area such as the quick links or as an external link page.

In order to use the Social Groups section you must first log into your website. The login page to your site will contain fields for the username and password. The location of the login button will vary according to your website's design; however, login buttons are typically available on the upper right corner of your website.

Note: If you have not yet used groups on your site, you will need to contact SharpSchool Support and ask them to enable this feature. There is no charge associated with adding the Groups module to your site.

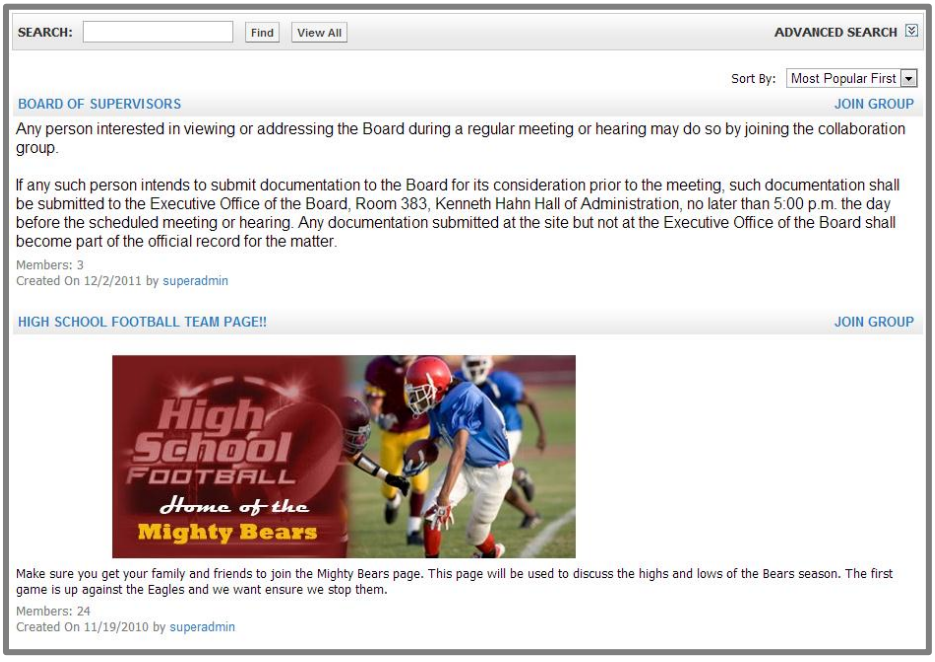
Find A Group

The first screen that you will see is the **Find A Group** screen. From here you can search for a specific group or you can select one from the list. You can use the built-in sort function to sort by **Most Popular First**, **Name** or **Most Recent First**.

Any groups that you are a member of will show up on the **My Groups** tab. This tab functions exactly the same as the **Find A Group** tab.

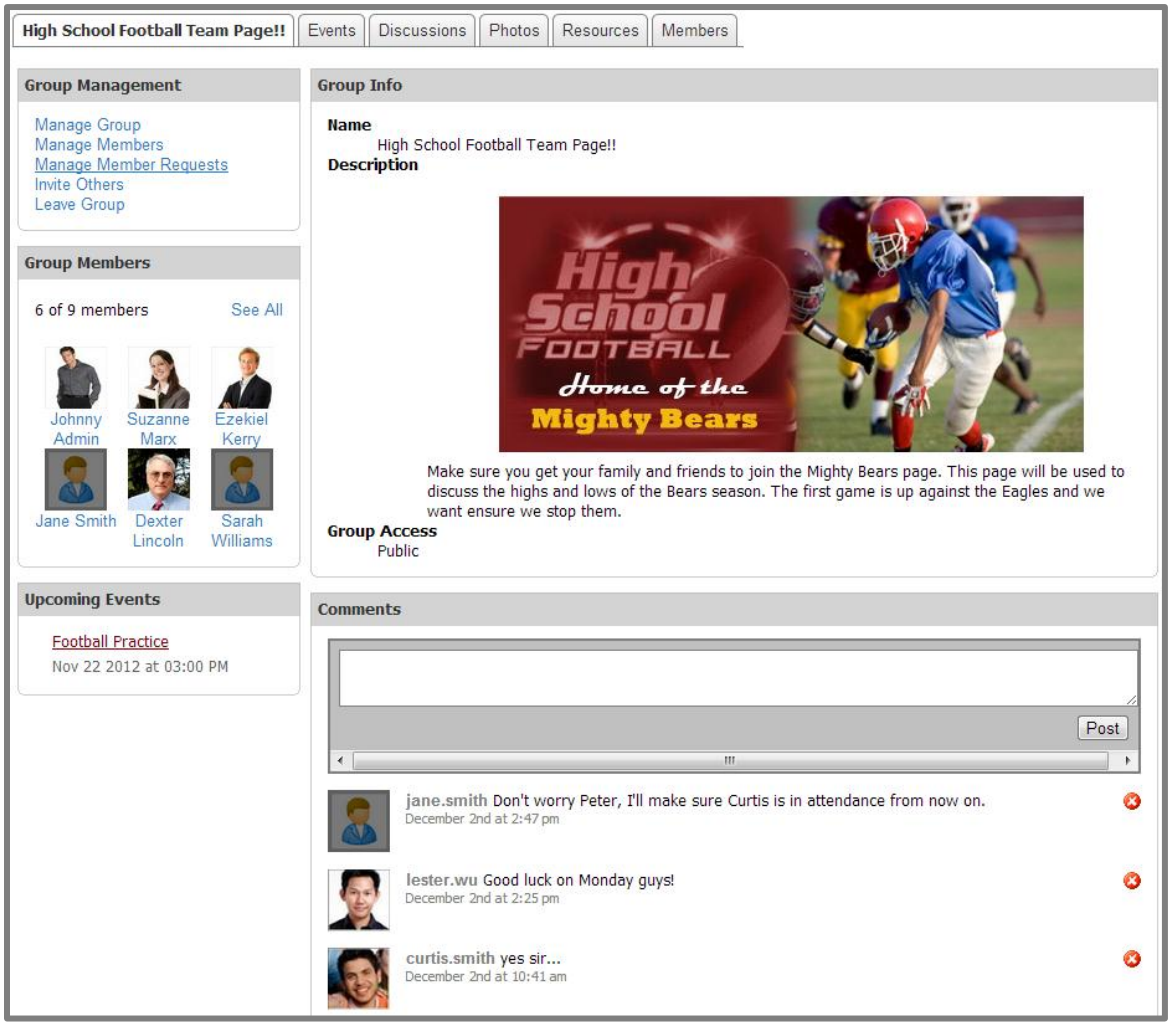
The **Advanced Search** allows any user to search by **Creation Date**, **Creator** or **Group Access Type**.

Once you have located your group you can access the content by clicking on the **Name** of the group.


SEARCH:
Find
View All
ADVANCED SEARCH
Sort By:
Most Popular First
BOARD OF SUPERVISORS
JOIN GROUP
Any person interested in viewing or addressing the Board during a regular meeting or hearing may do so by joining the collaboration group.
If any such person intends to submit documentation to the Board for its consideration prior to the meeting, such documentation shall be submitted to the Executive Office of the Board, Room 383, Kenneth Hahn Hall of Administration, no later than 5:00 p.m. the day before the scheduled meeting or hearing. Any documentation submitted at the site but not at the Executive Office of the Board shall become part of the official record for the matter.
Members: 3
Created On 12/2/2011 by superadmin
HIGH SCHOOL FOOTBALL TEAM PAGE!!
JOIN GROUP
High School Football
Home of the Mighty Bears
Make sure you get your family and friends to join the Mighty Bears page. This page will be used to discuss the highs and lows of the Bears season. The first game is up against the Eagles and we want ensure we stop them.
Members: 24
Created On 11/19/2010 by superadmin

Group Main Page

After you have opened up the group you will now see the main page. The main tab will show you the **Group Info**, **Comments**, **Group Members**, **Upcoming Events** and **Group Management**. These features are customizable and we will get into that later on in this user guide.



1) Adding Comments

To add a new comment to your groups page simply type in the comment in the box and click **Post**.

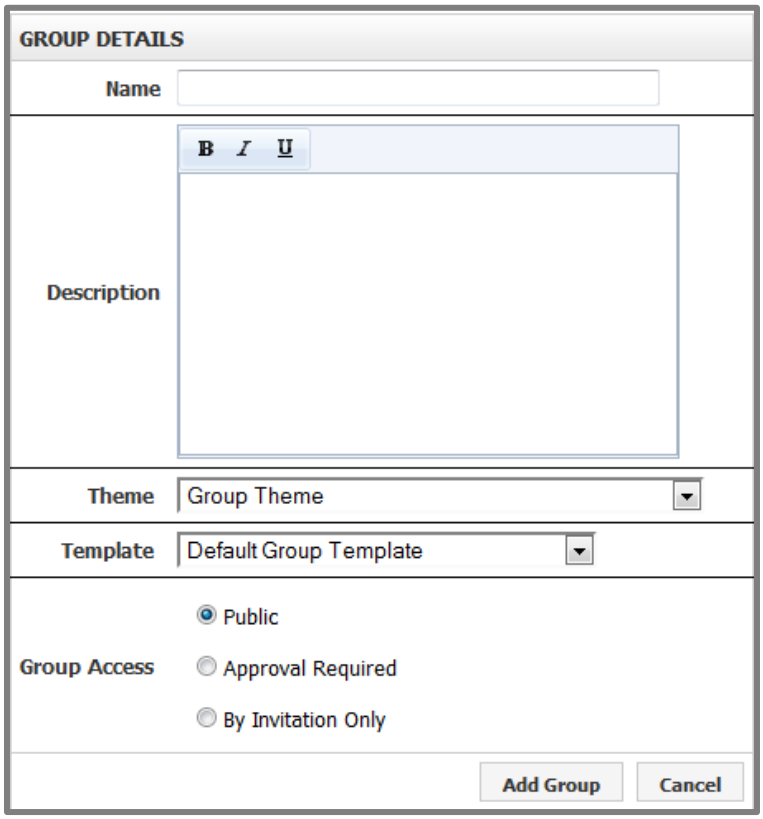
2) Deleting Comment

To delete a comment, click on the icon to the right of the comment. A regular user can only delete his comments. If you have administration rights on the group, you will be able to delete any and all comments.

3) Group Management

This section will allow you to manage group's settings, manage group members, manage member requests, join/leave the group as well as send out group invitations. Some of these options may not be available to you due to your user permissions or the group's settings.

a) Manage Group



Name: Allows you to change the group name.

Description: Provide a description of the group.

Theme: From the dropdown menu you can select a pre-made group theme.

Group Access:

Public - All users will be able to access the group and join.

Approval Required – A group administrator will need to approve the users for the group.

By Invitation Only – An invitation must be sent from a current group member.

To save any settings you have made click on **Update Settings**.

b) Manage Members

This section will allow you to add members to your group and define whether they are **Administrators**, **Contributors** or **Browsers**.

Administrator: This user type has full control over the group.

Contributors: This type of user has permissions to add content which is the equivalent to create/read/write. They also have the ability to add or delete tabs from your group.

Browsers: These members largely have read-only access to the group but can comment on photos, post on the front page and reply to forum threads.

i) Adding a Group Member

Under the **Actions Menu** choose **Add Administrators**, **Add Contributors**, or **Add Browsers**.

Select the user you want from the **Users** list and click **Add** and then at the bottom of the box, click **OK**.

ii) Changing Group Members Permissions

To change member's permissions, check off their name from the list and then under the **Actions** dropdown menu choose **Change to Administrator**, **Change to Contributors**, or **Change to Browsers**.

iii) Deleting Group Member(s)

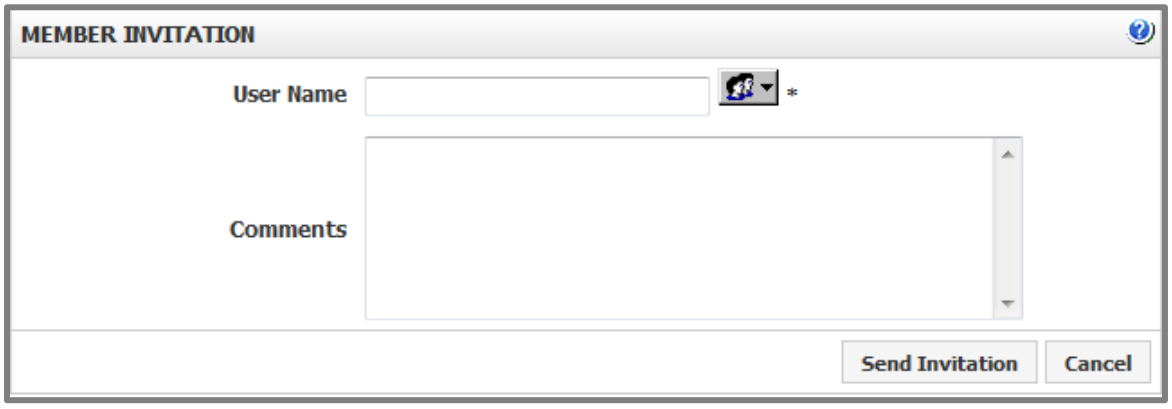
To delete a group member check off the member(s) and then from the **Actions** dropdown menu choose **Delete Selection**. You can delete all members by choosing **Delete All** from the **Actions** dropdown menu.

c) Manage Member Requests

This section allows you to respond to member requests. It will only appear if you have set your group to **Approval Required**.

d) Send Invitation

This section allows you to send an invitation to a user of your site to join the group. To do so just select the user by clicking the **User Picker**, enter in a comment and then click **Send Invitation**.



e) Join/Leave Group

This option will allow you to join or leave the group.

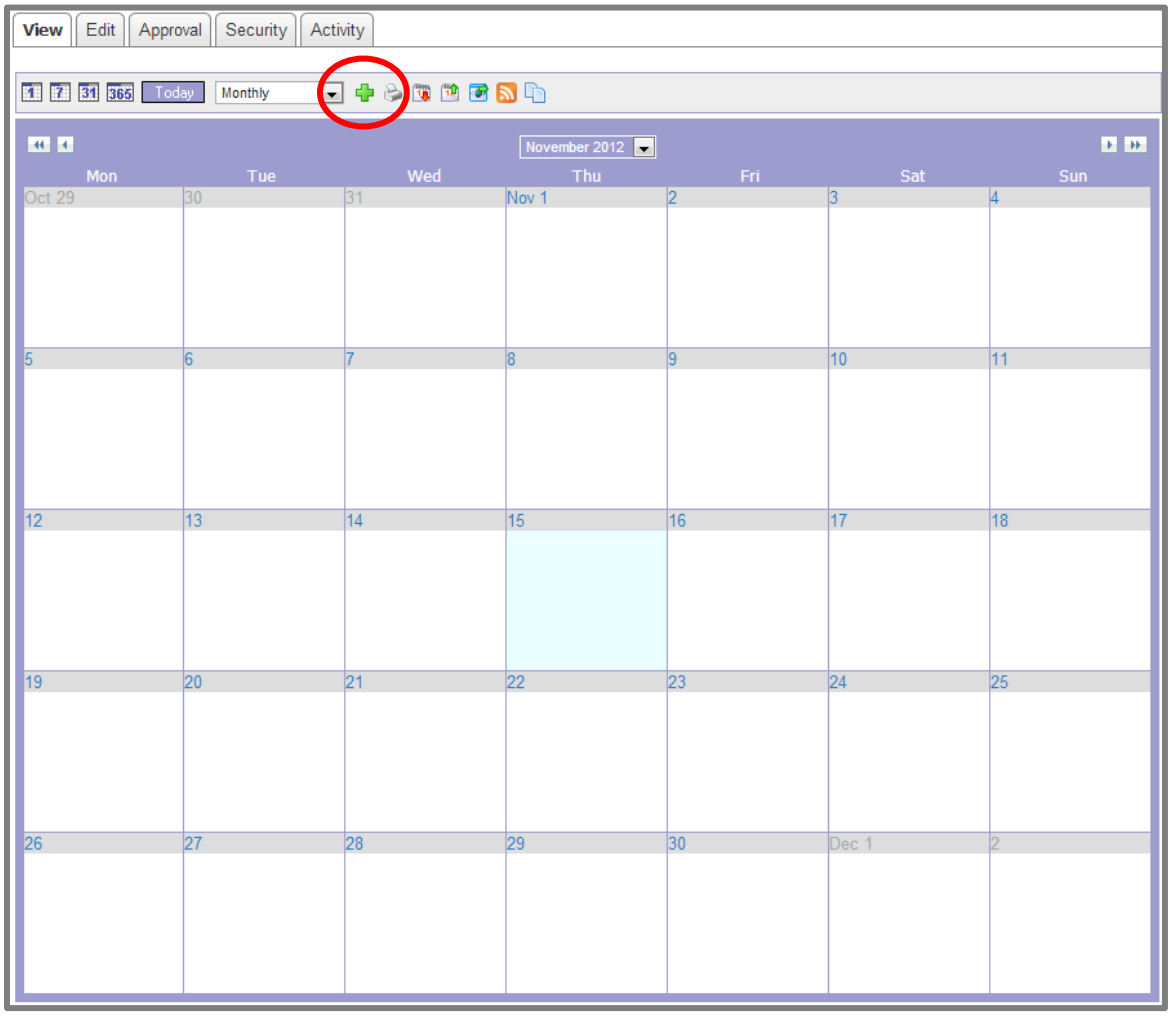
Events

The Events tab is a calendar page that will allow you to manage events. You can add and remove events and even share them with other calendars on your site. If you do not have access to manage events you will need to contact your group administrator to change your access level.

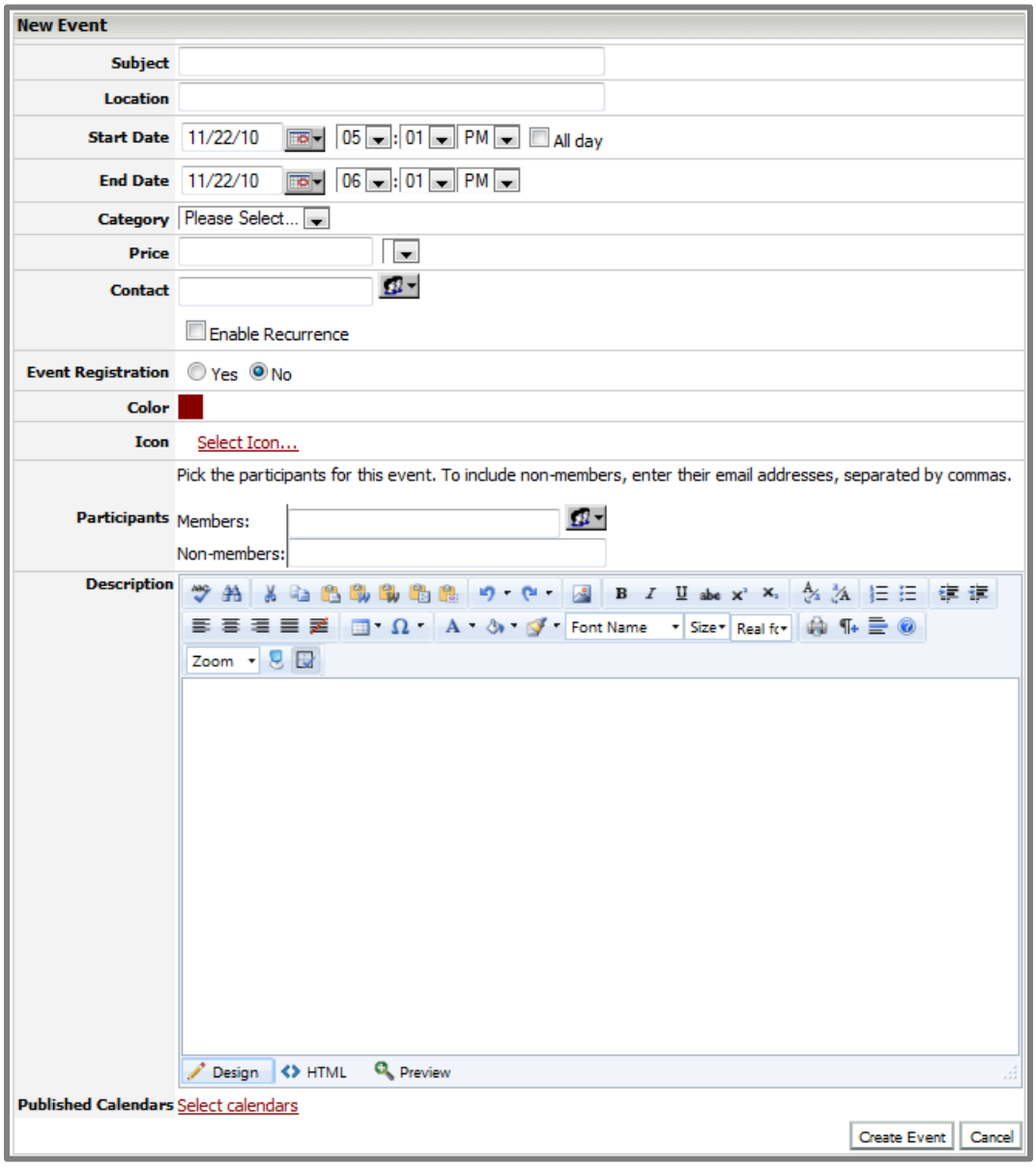
Managing Events

1) Adding an Event

Click the starting date for the event you wish to add and click on in the calendar menu.



On the ensuing page, add information about the event in the relevant fields and click **Create Event**.



a) **Subject:** The name of your event.

b) **Location:** Where the event is taking place.

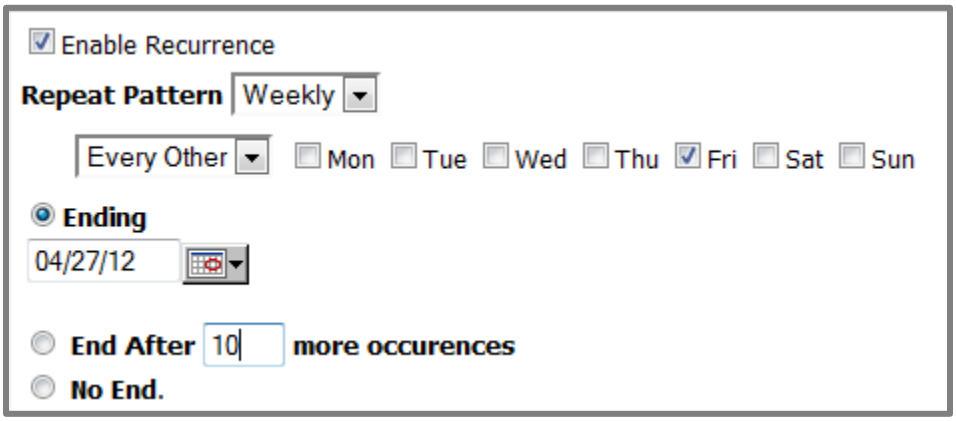
c) **Start Date:** The date and time the event starts. Use the **Date Picker** button to select the day from a calendar or enter the date manually.

d) **End Date:** The date and time the event ends. Use the **Date Picker** button to select the day from a calendar or enter the date manually.

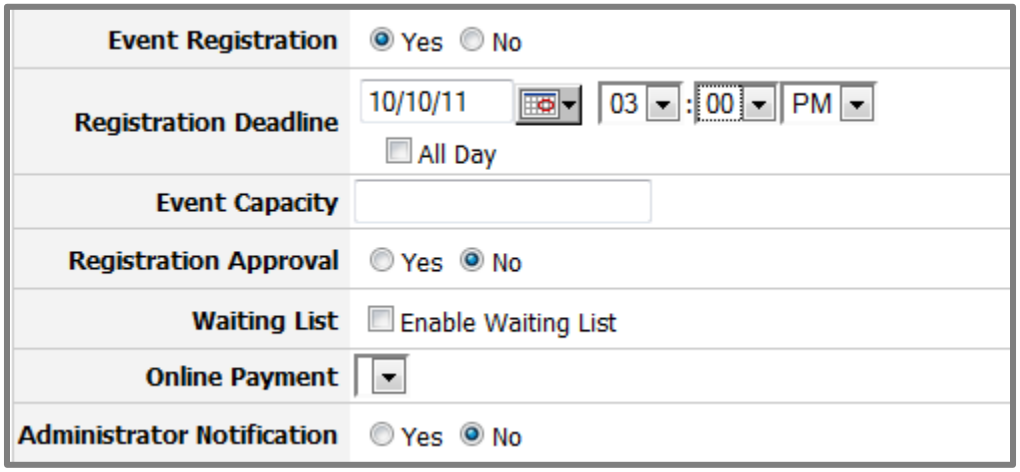
e) **Repeating Events:** Check the **Enable Recurrence** box to have an event occur more than once at regular intervals.

   a. **Repeat Pattern:** This option enables you to decide the frequency with which the event occurs. You can choose between **Weekly**, **Monthly**, and **Yearly** patterns. You will then be presented with further frequency customization options dependent on which of the patterns you selected.

   b. **Length of Recurrence**: There are three options to choose from when deciding how long you want the recurring event to go on for. You can choose to have it **ending** on a specific date. If you make this choice, the event will continue to repeat as you specified up until the date selected. You can choose to have the event **End After** a specific number of occurrences or you can choose **No End** to have the event recur indefinitely.



f) **Event Registration:** To allow people to register for your event, click **Yes** for the **Event Registration** field.



a. **Registration Deadline:** Choose the date and time when users must register for the event you have created. For obvious reasons, the registration deadline must be earlier than the **End Date** (and time) of the event.
b. **Event Capacity:** The event capacity allows you to choose how many users may register for the event.
c. **Registration Approval:** If this option is enabled then an event administrator must approve users before they will be able to complete registration for the event.
d. **Waiting List:** If this option is enabled you can specify a number of users who may be placed on a waiting list. These users will have the option to register even after the event capacity has been reached. They will be told they have been placed on a waiting list and people from this list will be added to the event whenever an event attendee cancels their registration.
e. **Online Payment:** If you have configured an online payment provider you can choose that provider here. This allows you to charge a fee for particular events and have users make their payment online.

f. **Administrator Notification:** If you enable administrator notification, the event administrator will receive an email any time a user registers for the event.

g) **Category:** Choose from a list of preset categories. Choosing a category for your event allows it to be filtered by that category. It also selects a color and icon for your event.

h) **Color:** The color of the text displayed on your calendar for your event. You can choose **More Colors** at the bottom of the color selection pop-up to select from a larger range of colors, or even input one by its RGB value.

i) **Icon:** The image displayed beside your event name on your calendar.

j) **Participants:** The individuals that are selected to be part of the event. These participants are notified of the event by email, and the event is published on that individual's calendar within their workspace, if applicable.

i. **Members:** With the **User Picker**, choose members from your site's user list.

ii. **Non-Members:** Enroll external individuals by filling in their email addresses, using a comma to separate them.

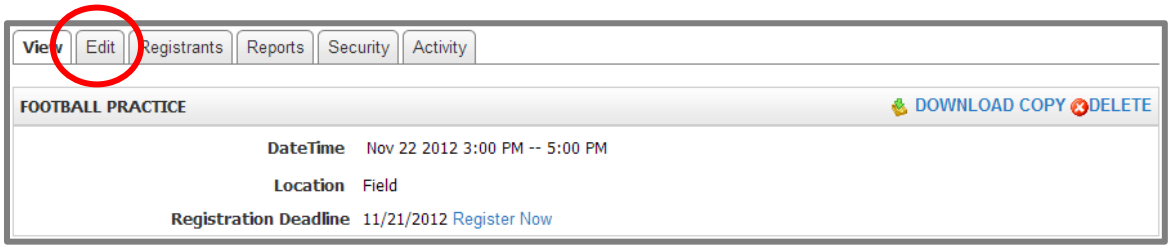
k) **Description:** Fill out the details of the event using the WYSIWYG (What You See Is What You Get) editor.

l) **Published Calendars:** Publish created events onto other calendars so that others can see your event. Refer to Section II: Publishing Events for more details on how to publish events.

2) Editing an Event

a) To edit an event within your calendar, first click on the event you wish to edit.

b) Click the **Edit** tab.

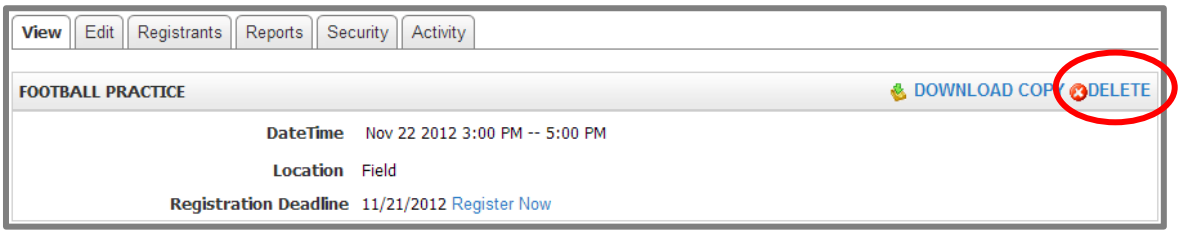


c) When you have finished making your changes, click **Update Event**.

3) Deleting an Event

a) To delete an event from the calendar, first click on the event you wish to remove.

b) Click the **Delete** button.

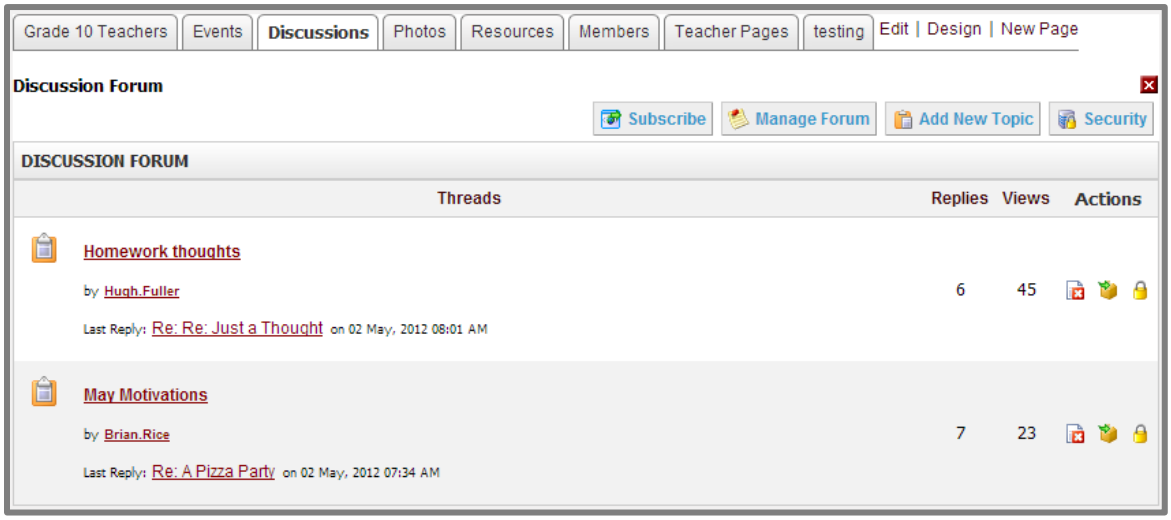


c) You will be prompted whether or not you'd like to delete this event. Clicking **OK** will permanently remove this event from your calendar as well as any other calendars in which it has been published.

Note: With recurring events, when you click on the **Delete** button you will be prompted to select whether you'd like to delete the event just for that day or for every instance of that event.

Discussions

The Discussions tab is excellent tool for conducting quick and detailed discussions on various topics with many individuals participating at once. Here you can establish topics for your users to collaborate on and answer questions your users may have all in an organized environment.



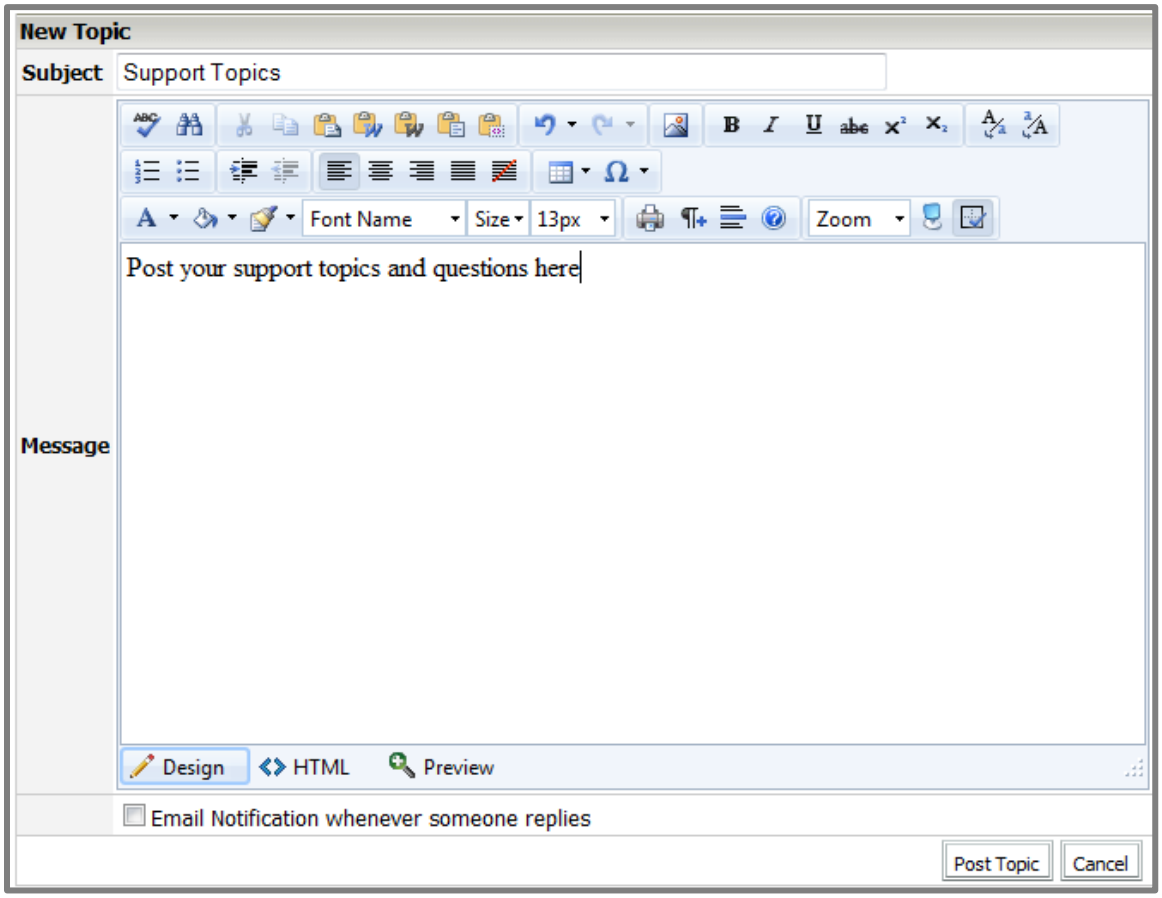
Managing Topics

1) Creating Discussion Topics

To create a topic for yourself and others to discuss:

a) Click the **Add New Topic** button.

b) Fill out the title and details of your topic. When you have finished, click **Post Topic.**

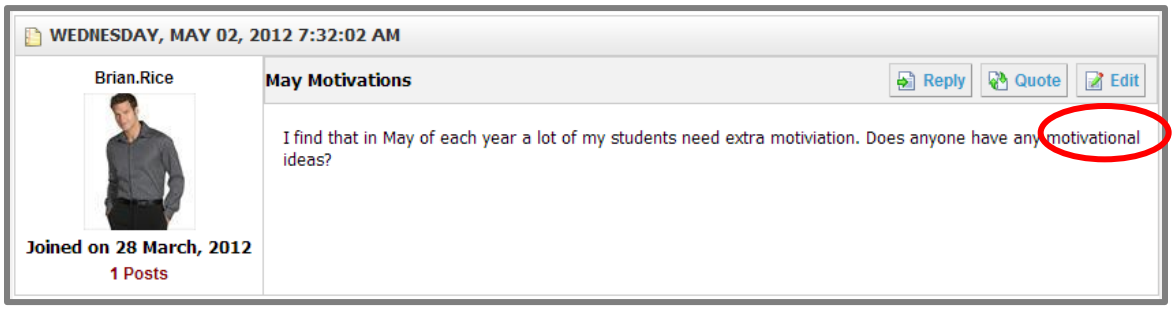


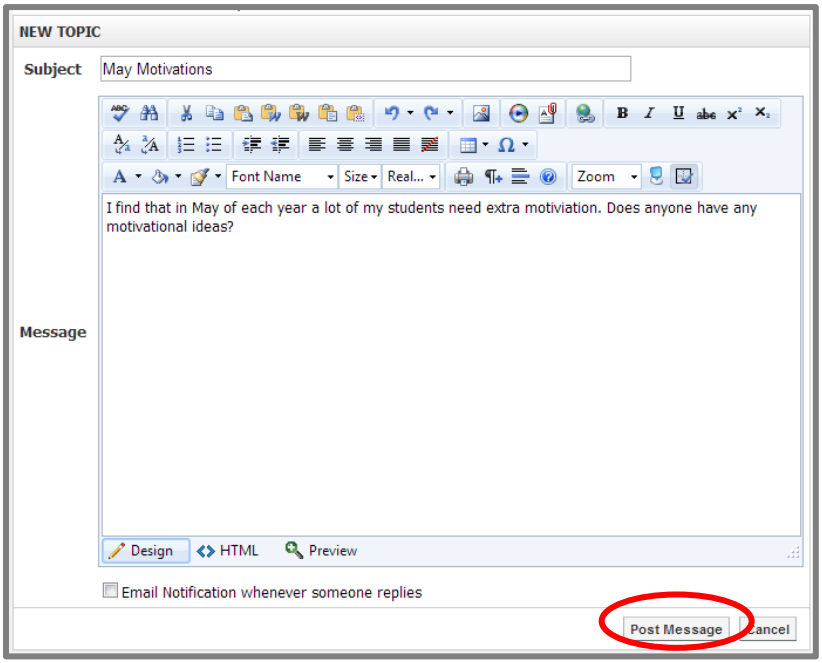
Tip: You can choose to receive notices to your email whenever someone responds to your topic. Simply check the **Email Notification whenever someone replies** box when you create your topic.

2) Editing Discussion Topics

You may wish to make changes to your post after it has been published. To do so, simply click the **Edit** button at the top right side of the post.

When you have finished making your changes, click **Post Message** to publish it.


WEDNESDAY, MAY 02, 2012 7:32:02 AM
Brian.Rice
Joined on 28 March, 2012
1 Posts
May Motivations
Reply
Quote
Edit
I find that in May of each year a lot of my students need extra motiviation. Does anyone have any motivational ideas?



Note: Unless you have **full control** permissions on the discussion forum, you will only be able to edit your own posts. Normally that means Group Administrators and Contributors though a Group Member can be assigned that permission from the **Security** tab.

3) Deleting Discussion Topics and Posts

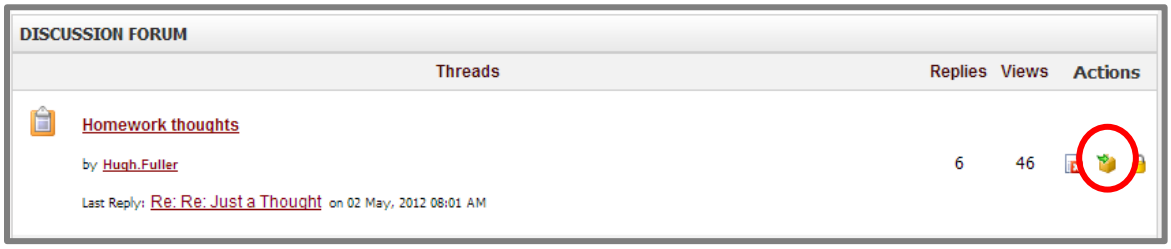
If you want to delete a post after it has been published, click the **Delete** button at the top right side of your post. You will be prompted whether or not you wish to carry out this action. If you wish to delete an entire topic thread, click on the **Delete** button next to that thread.

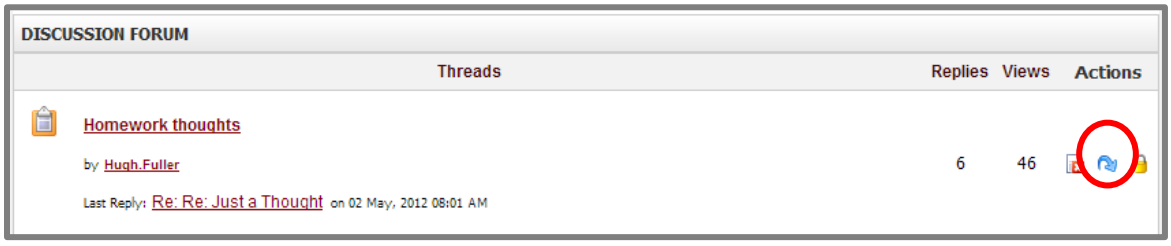
Note: Unless you have **delete** permissions on the discussion forum, you will only be able to delete your own posts. If you do not have delete permissions you will not be able to delete topic threads. Normally that means Group Administrators and Contributors will have the permission though a Group Member can be assigned that permission from the **Security** tab.

4) Archiving threads

Archiving a thread allows you to remove it from the view of your users without actually deleting the thread. This allows you to re-introduce it at a later date if you feel the information within is particularly useful to the participants of your Discussion Board.

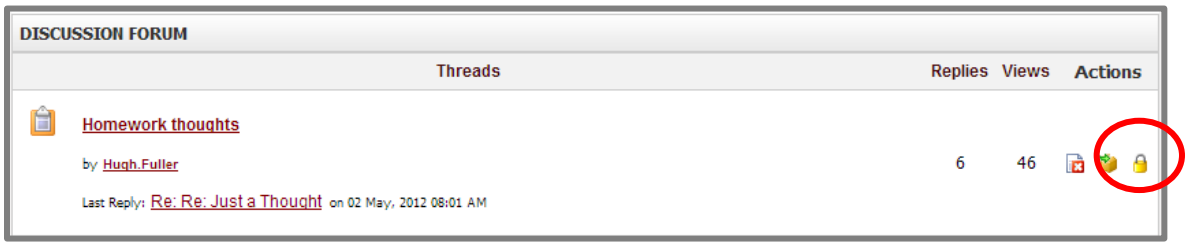
To archive a thread, click on the **Archive** button. If you wish to make it visible to the browsers of your Discussion Board, simply click the **Un-Archive** button.





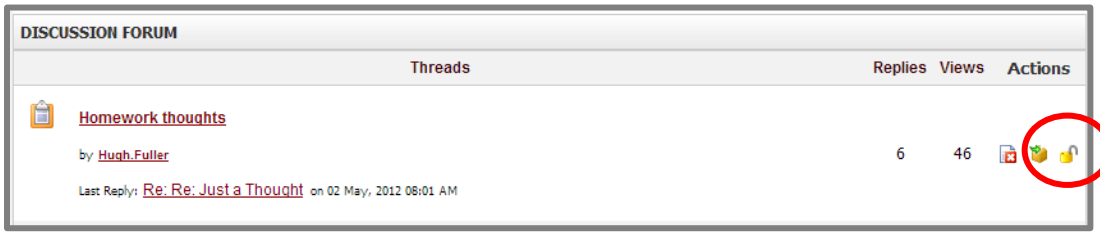
5) Locking threads

If you wish to lock a thread to prevent other users from posting further messages, but still desire the existing content to be viewable, click on the **Lock** button next to the thread.



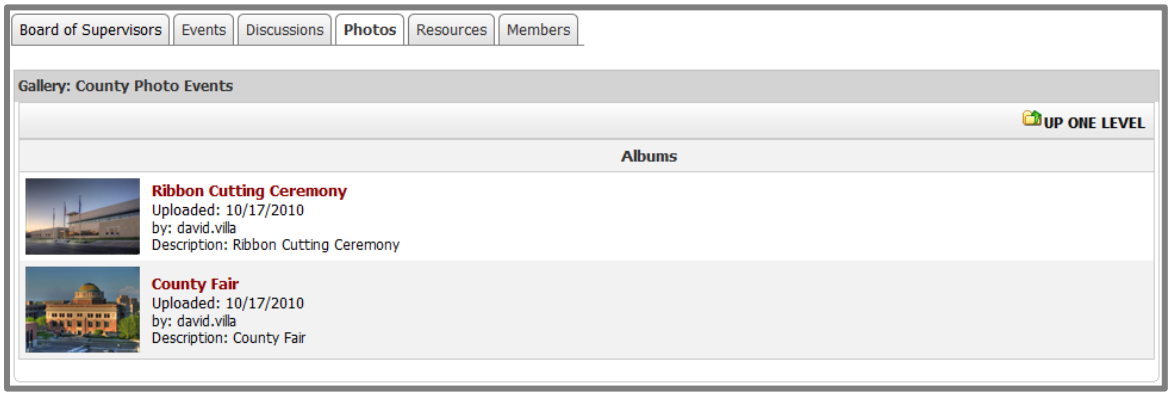
6) Unlocking threads

If you wish to unlock a thread to allow other users to post messages, click on the **Unlock** button next to the thread.



Photos

The Photo tab allows you to create multiple albums with dynamic features such as the ability to view pictures as slideshows, or allowing for moderated commenting. These galleries are a great way to capture and showcase activities and events that happen for the group or to share photo resources within the group.



Managing Photo Gallery

1) How to Add a Photo Album

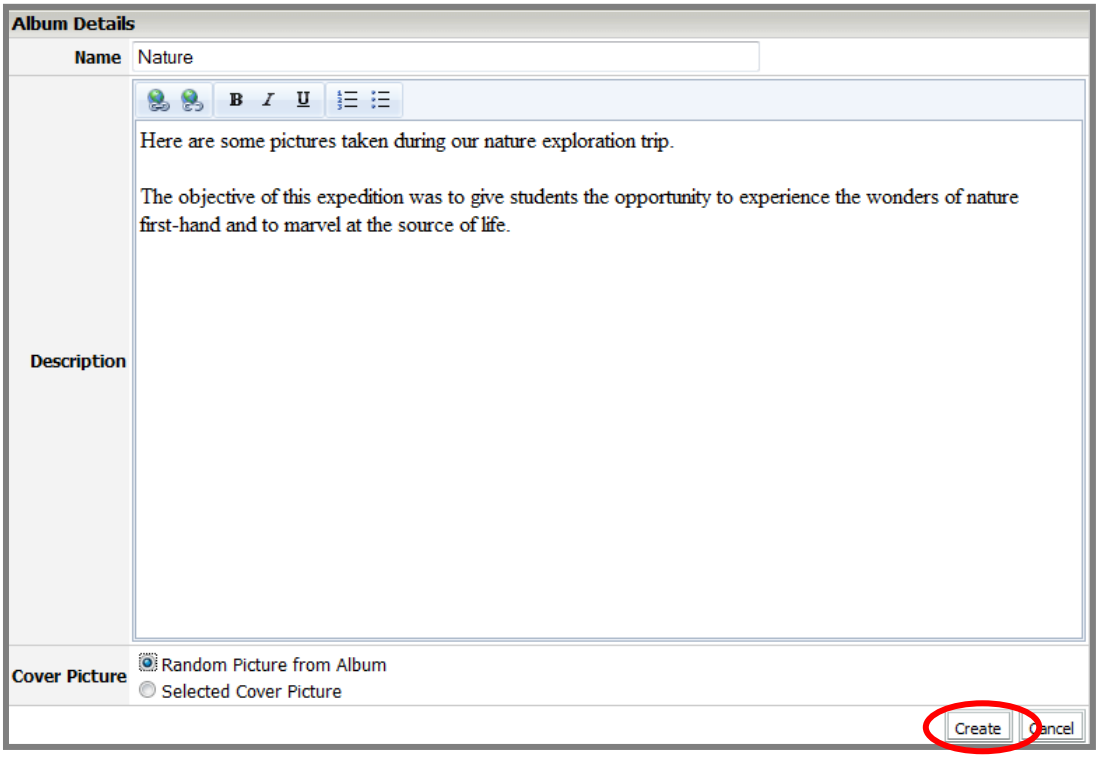
a) Click **Add Album.**

b) The following window will prompt you to include a **Name** and **Description** for your Album.

c) Selecting the Random Picture from Album option means that the system will pick any image from your album as the **Cover Picture**.

d) The second option available is to directly select an image of your choice to be the **Cover Picture**. By clicking Browse... you can select an image from your computer or server to upload as the cover picture.

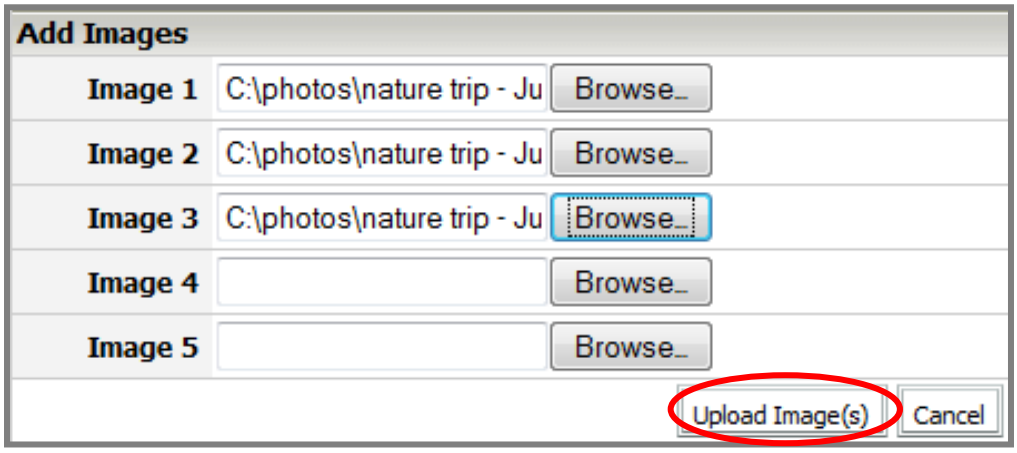
e) Click **Create**.


Album Details
Name
Nature
Here are some pictures taken during our nature exploration trip.
The objective of this expedition was to give students the opportunity to experience the wonders of nature first-hand and to marvel at the source of life.
Description
Cover Picture
Random Picture from Album
Selected Cover Picture
Create
Cancel

2) Adding Images to your Photo Gallery Album

Once you have created your album, the message "No Images in this Album" will be shown. To add images, click on **Add Image**.

This will lead to a page that will allow you to upload images from your server or computer. To upload an image click on **Browse**, select the image you desire, click **OPEN**, and click on **Upload Image(s)** to publish them into your online album.

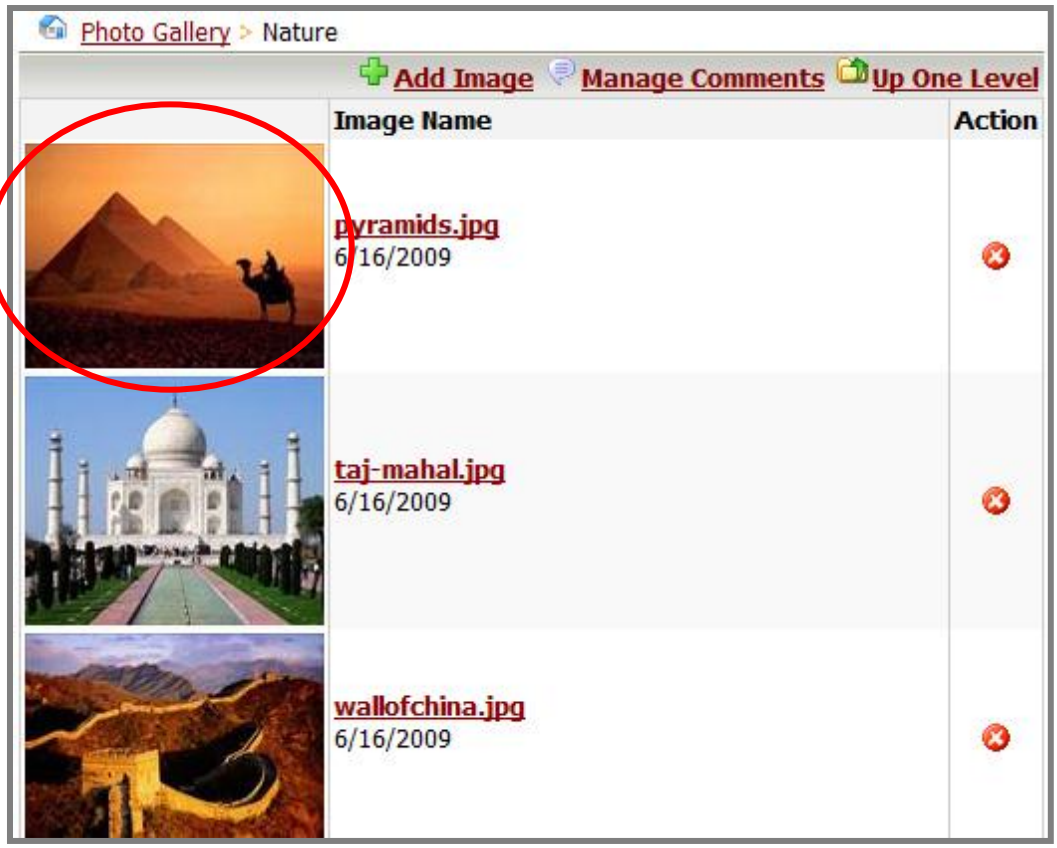


Tip: If you are uploading images from Internet Explorer, you will also have the option to use the **Upload Multiple Images** tab to upload many pictures at once.

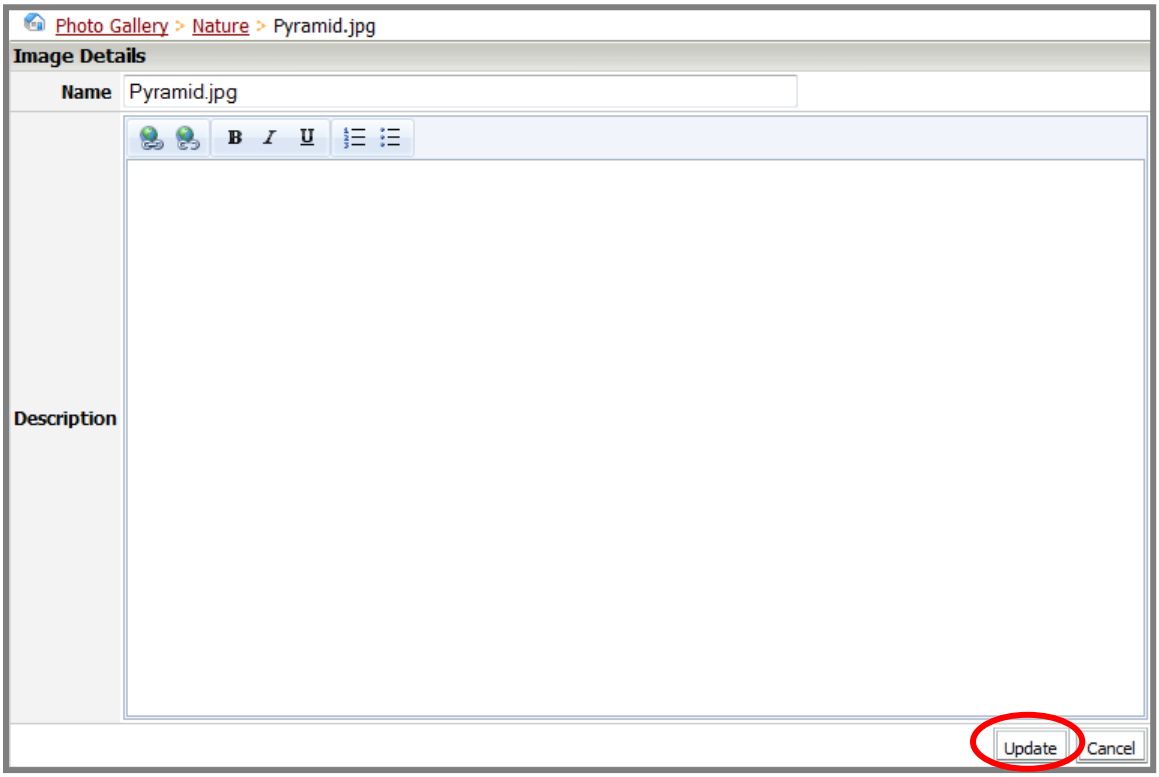
The resulting screen is an administrative view into the Photo Album. From this point on, you have the ability to change the name of images, alter their properties (such as thumbnail sizes) and delete images.

3) How to rename a picture

a) Uploading images from a computer or digital camera often names files in codes with file extensions at the end. (e.g. DSC-1001019A-200805.**jpg**) To rename images simply click on **Manage Images** and click on the picture you wish to rename.

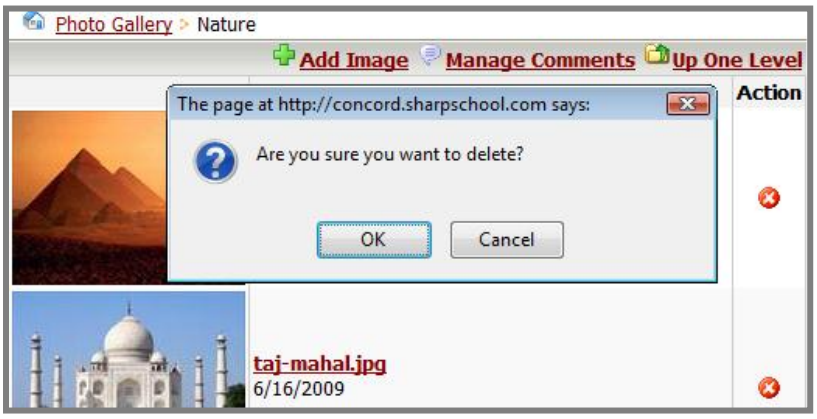


b) The following box will give you the ability to rename the image as well as to include a description of it in the gallery. Click on **Update** and the new image name will be updated in the album.



4) How to delete a picture

To delete an image simply click on **Manage Images** and click on the icon corresponding to the picture you want to delete and click **OK** in the pop-up window:



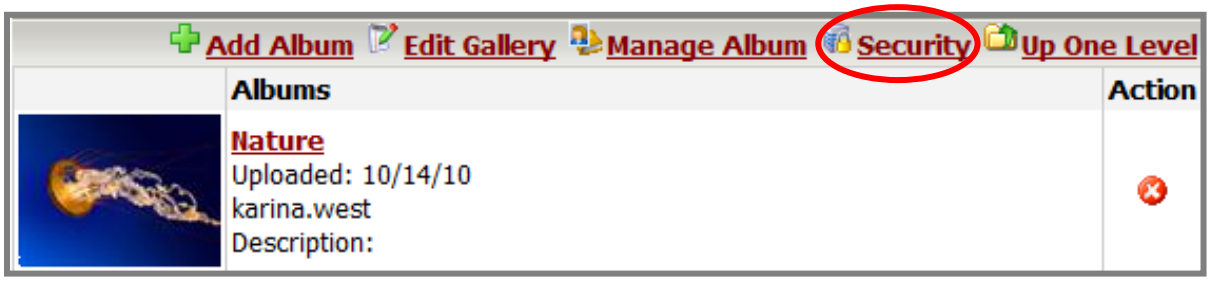
5) Photo Gallery Permissions

You can assign permissions to users so that they are able to govern an entire gallery.

These user permissions propagate to all albums and images in your gallery.

To assign permissions:

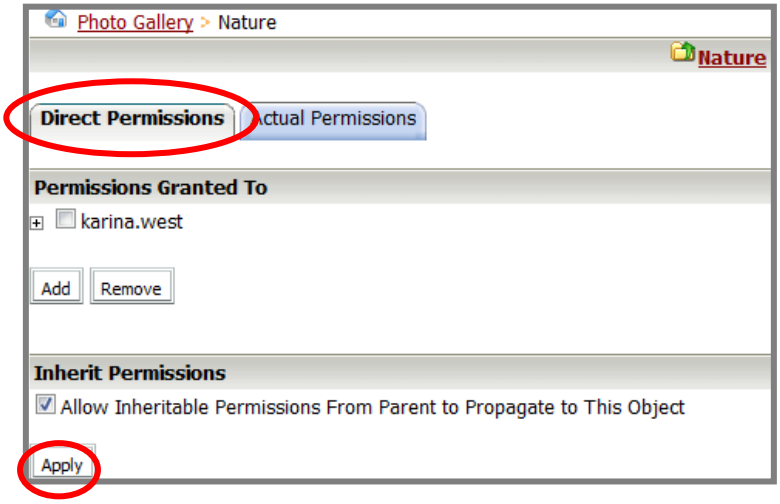
Click on the **Security** link on the gallery tab page



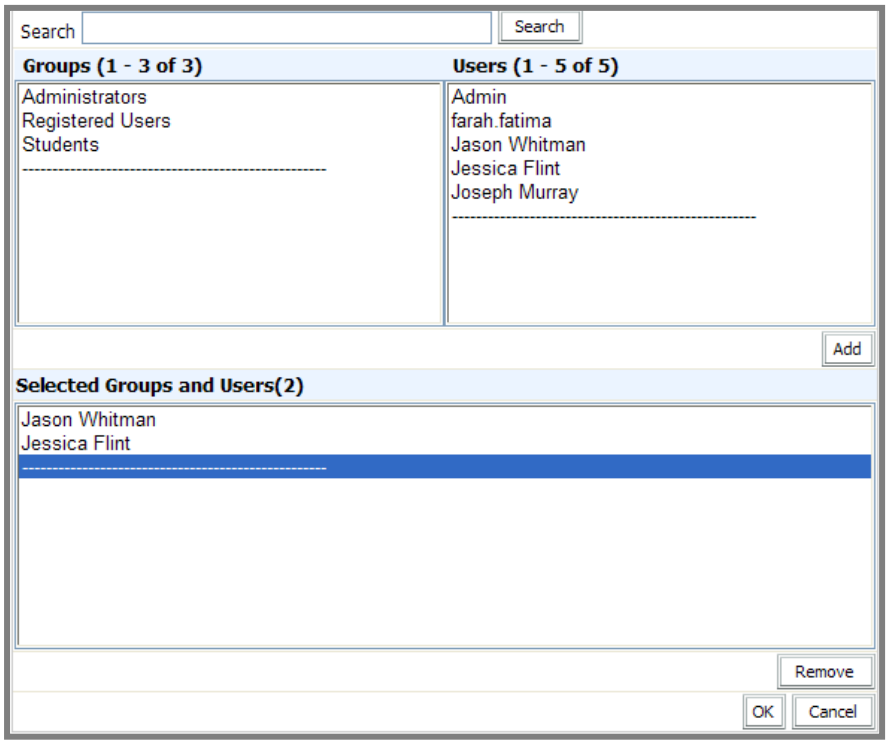
a) Direct Permissions

Click on the **Direct Permissions** tab. Within **Direct Permissions** you can assign security permissions on your photo gallery to other users.

Click **Add** and a window will pop up allowing you to select the users and grant permissions.



From this window select the users or groups you'd like to grant permissions to by clicking their name and clicking **Add**. When you have selected your users, click **OK.**



To individually assign permissions to each user, click on the ⊞ beside their name. From here you can assign specific permissions:

Permission	What it Allows You to Do
Create	Can add photos/albums
Delete	Can delete photos/albums
Read	Can view the photos/albums
Write	Can make changes to photos/albums, can manage comments
Full Control	All of the above, as well as the ability to assign permissions to others

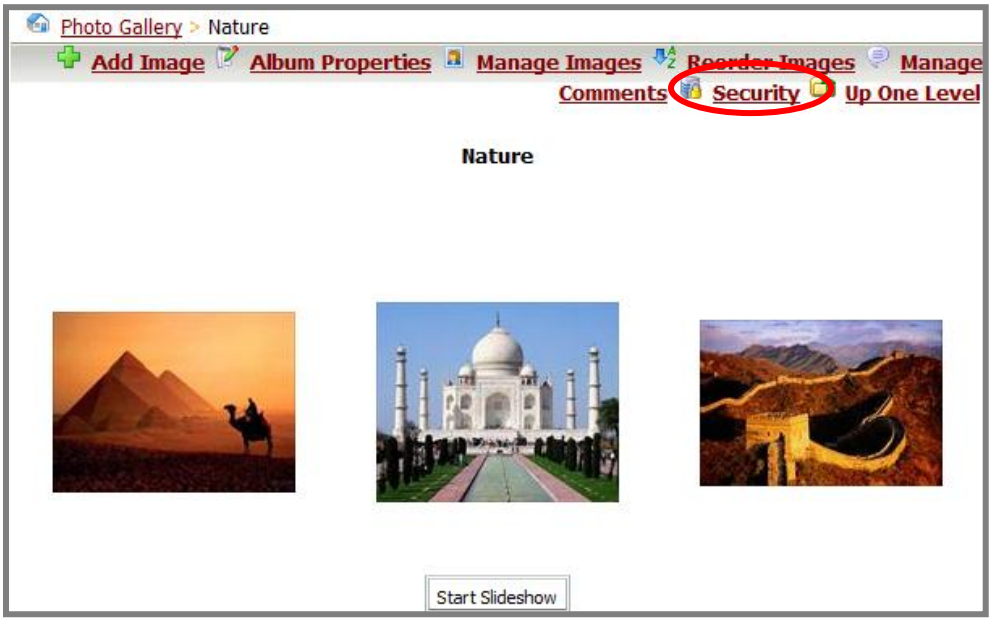
b) Actual Permissions

Actual Permissions allows you to view what permissions specific users have on your photo gallery. Users higher up the security hierarchy may already have permissions to your photo gallery. Users with entire site permissions (or higher tiers of security hierarchy) may have permissions to your photo gallery if you have the **Allow Inheritable Permissions From Parent to Propagate to This Object** checkbox selected on the **Direct Permissions** screen.

6) Album Permissions

You can instead choose to assign permissions to an individual album. This may be useful if you are creating a private album that you only wish a select number of individuals to see or edit.

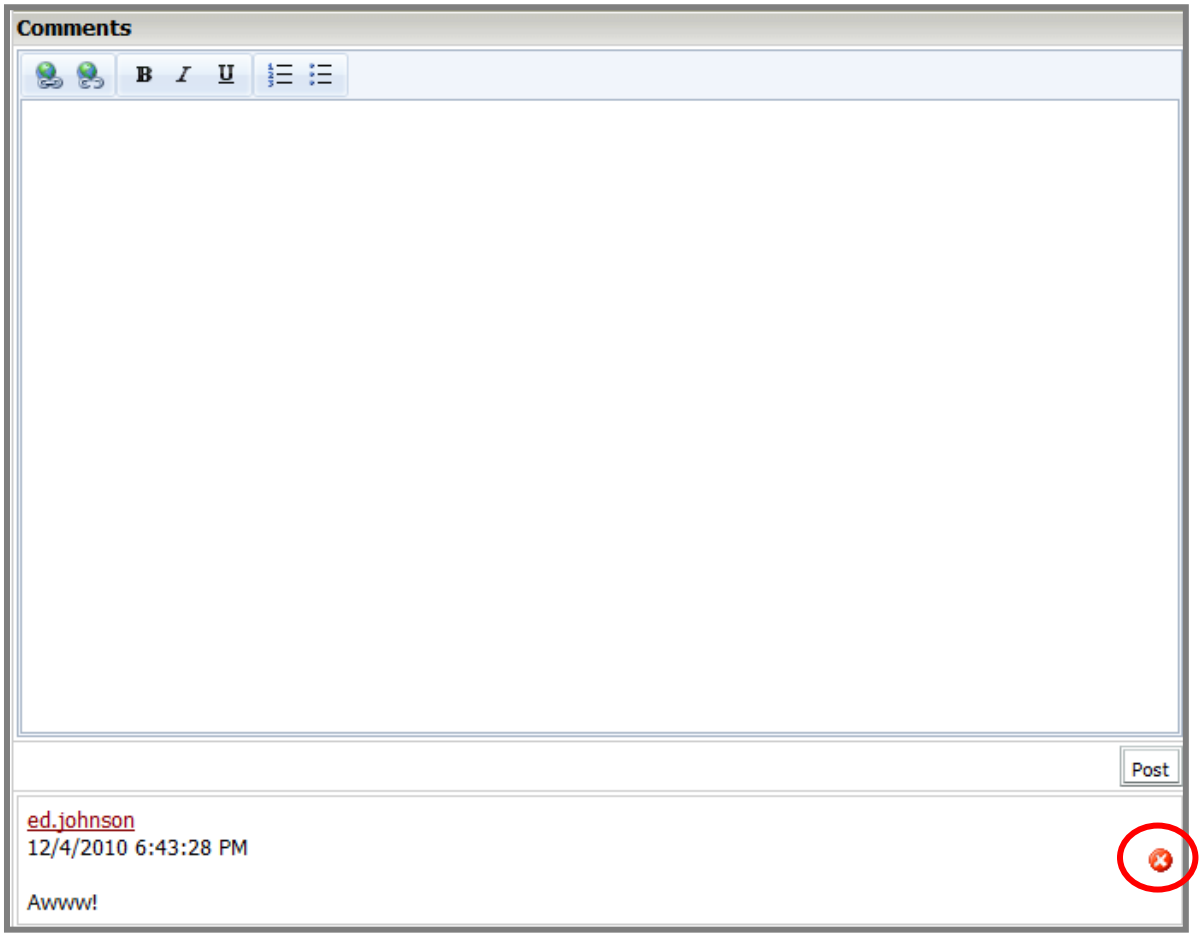
The permissions for an album work identically to permissions for a gallery. To assign album permissions, click on the album for which you wish to grant permissions. Once you have done so, click on the **Security** link.



7) Comments

Browsers of the gallery can leave comments on individual photos. Additionally, you can moderate the comments that are published.

First, you need to ensure that comments are enabled on your album. To comment on any photo, simply click on it and enter your comment in the simplified text editor at the bottom.



To delete a comment, simply click on the icon next to the comment. Aside from the comment creator only users with delete permissions on the album may delete a comment.

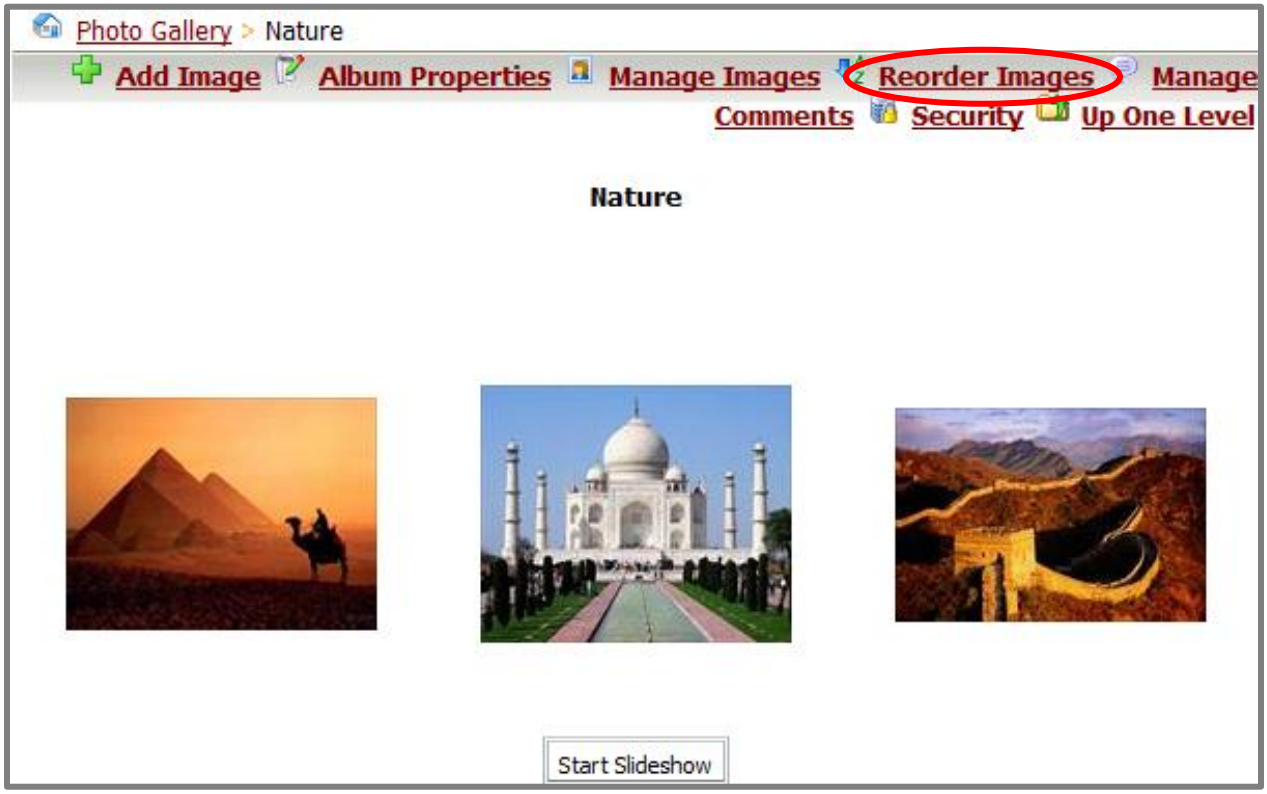
8) Manage Comments

You can view and moderate recent comments made to your album. To do so, you are required to have at least Write permissions on the album you are moderating. To view recent comments made within your album, click on the album name and click on **Manage Comments**.

On this page you can see who posted a comment when, and on which photo, the comment was made. You can delete comments directly by clicking on the icon.

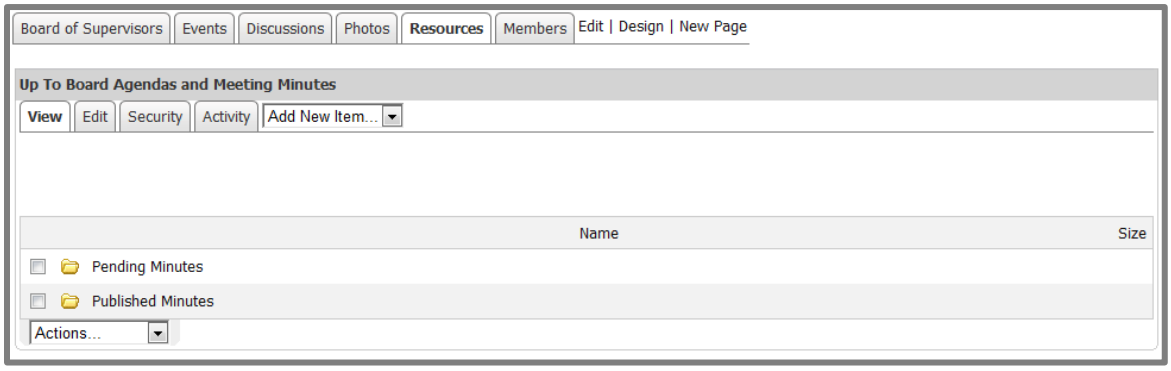
9) Reorder Images

If you wish to change the order images appear in your photo gallery, and you have **Write** access for the album, click on the album name and then on **Reorder Images**. On this page you can drag and drop images from one position to another.



Resources

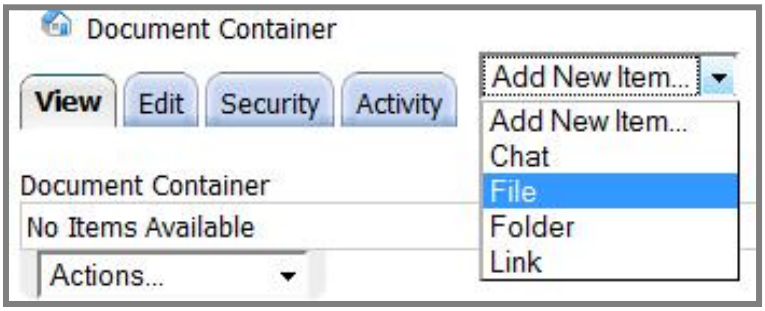
The Resources section allows you to upload and store files and links within your Groups page.



Managing Resources

1) Uploading a Single File

a) Click on the **Add New Item** dropdown menu and select **File**.

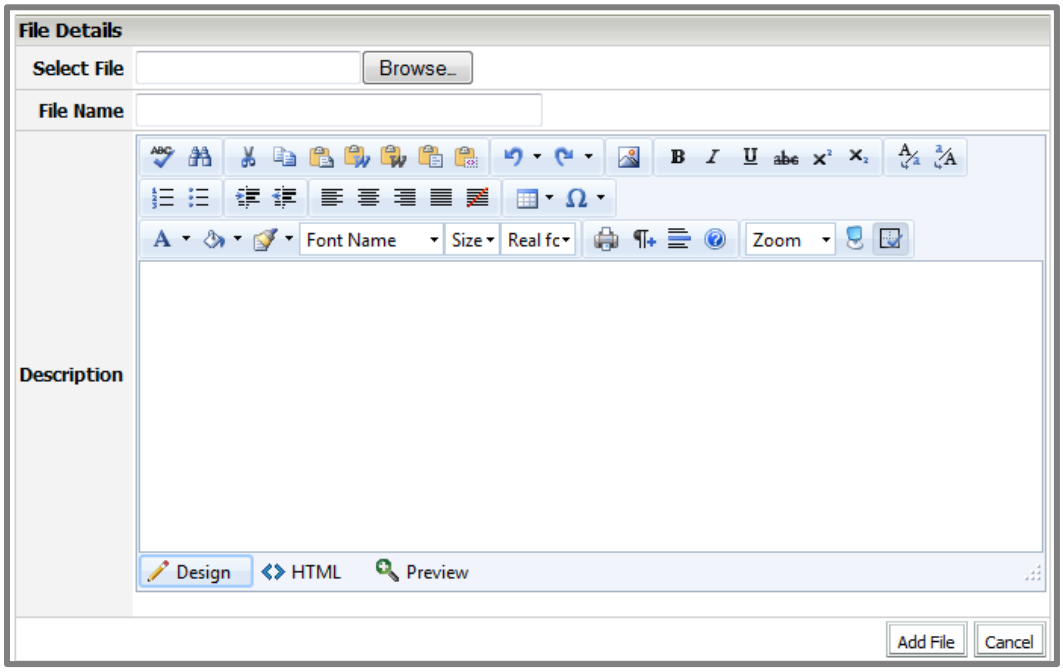


b) To select a single file from your computer, click **Browse**.

c) Give your file a **Name**. This name will be displayed.

d) You may provide a **Description** of the file you are uploading for others to see.

e) Once you have added your description, click the **Add File** button.



Your file is now uploaded and ready to use.

2) Uploading Multiple Files

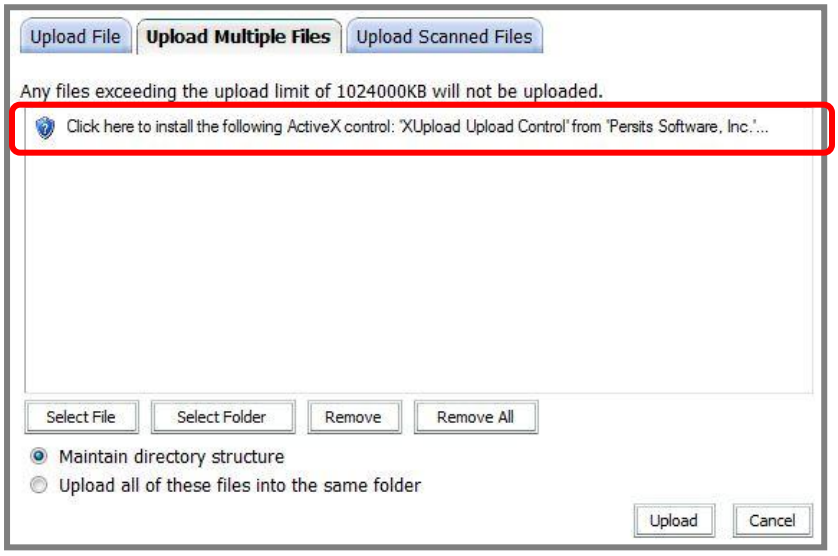
To save time, you can upload several files at once. **This feature is only available in Internet Explorer**. To access it:

a) Click on the **Add New Item** dropdown menu and select **File**.

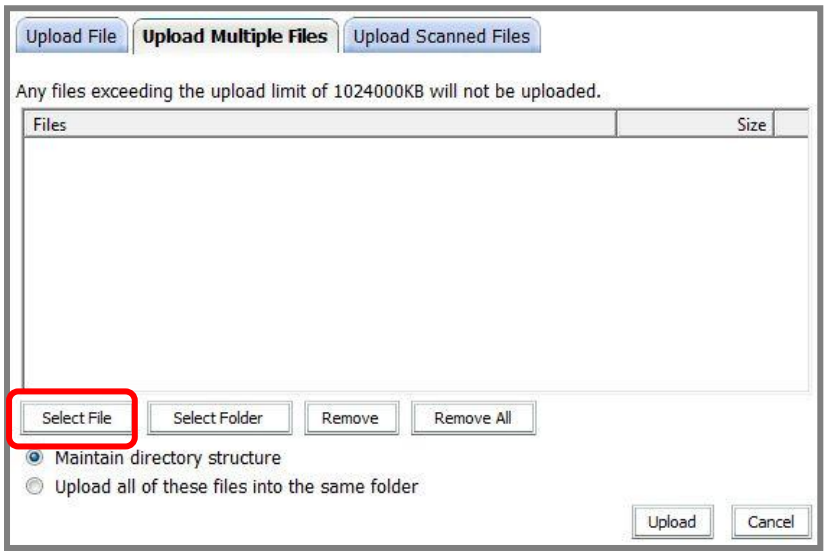
b) Click on the **Upload Multiple Files**. This will take you to the file upload editor.

Note: You may have to install an ActiveX control to use this editor on your browser.

To do so, simply click on the prompt that directs you to install the XUpload Upload Control, and then click **Run** when the install window pops up. If this control is already installed you will not see this prompt.


Upload File
Upload Multiple Files
Upload Scanned Files
Any files exceeding the upload limit of 1024000KB will not be uploaded.
Click here to install the following ActiveX control: 'XUpload Upload Control' from 'Persits Software, Inc.'...
Select File
Select Folder
Remove
Remove All
Maintain directory structure
Upload all of these files into the same folder
Upload
Cancel

c) To select files one at a time from your computer, click **Select File**.

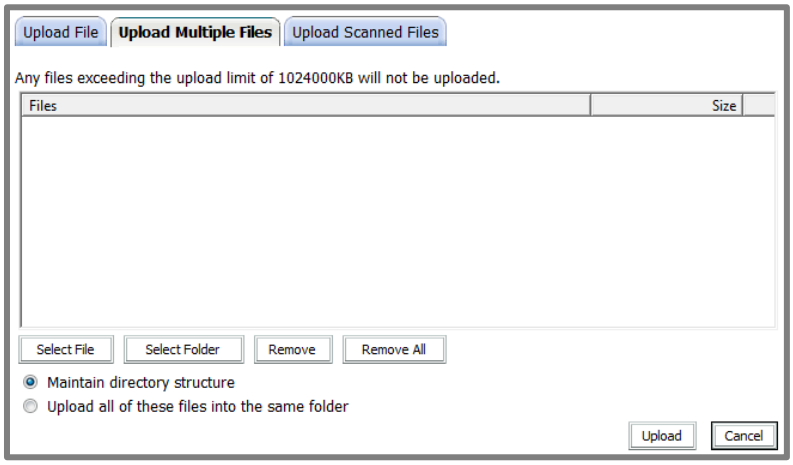


d) Within the **Choose File** window, locate the file you wish to upload. Once you have selected your file, click **Open**.

e) You may instead wish to upload an entire folder of files all at once. To do so, click **Select Folder**. From here, navigate to the location of the folder on your computer and click on it, and then and click **Scan**.

f) If you decide you do not want to add one of the files listed in the window, click on that file and click on **Remove**.

g) When completed, click **Upload**.



Another quick and easy way to upload multiple files into the Resources is via drag-and-drop. Simply open a folder on your computer, select the files you wish to upload and drag them into the interface. This will move all the files over.

3) Creating Folders for your Files

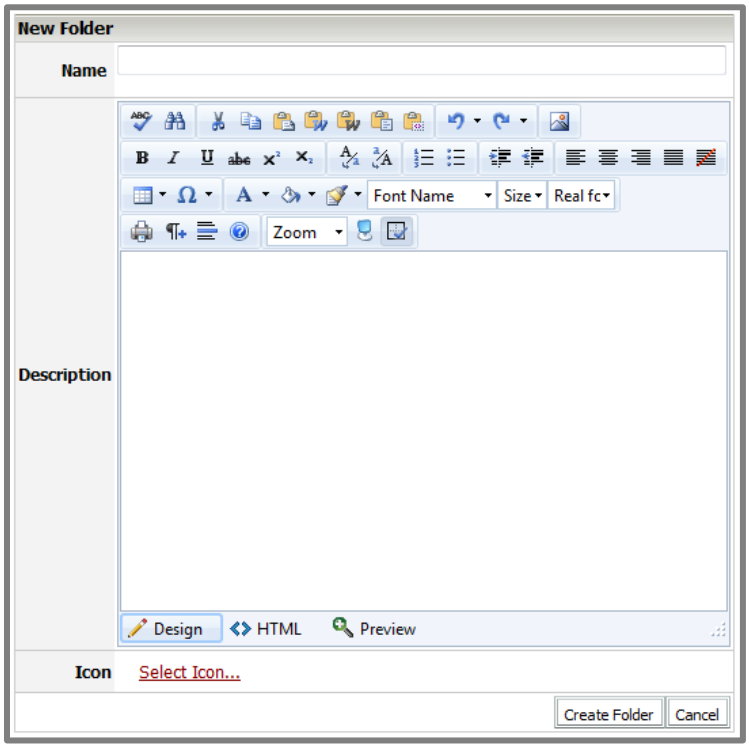
To create **Folders** for your files and links:

a) Click on the **Add New Item** dropdown menu and select **Folder**.

b) Give your folder a **Name**. This name will be displayed within the Resources.

c) You may provide a **Description** to let others know of the contents of the folder.

d) Click the **Create Folder** button when completed.



You have now created a folder with which to store your resources.

4) Creating Links to Resources on the Internet

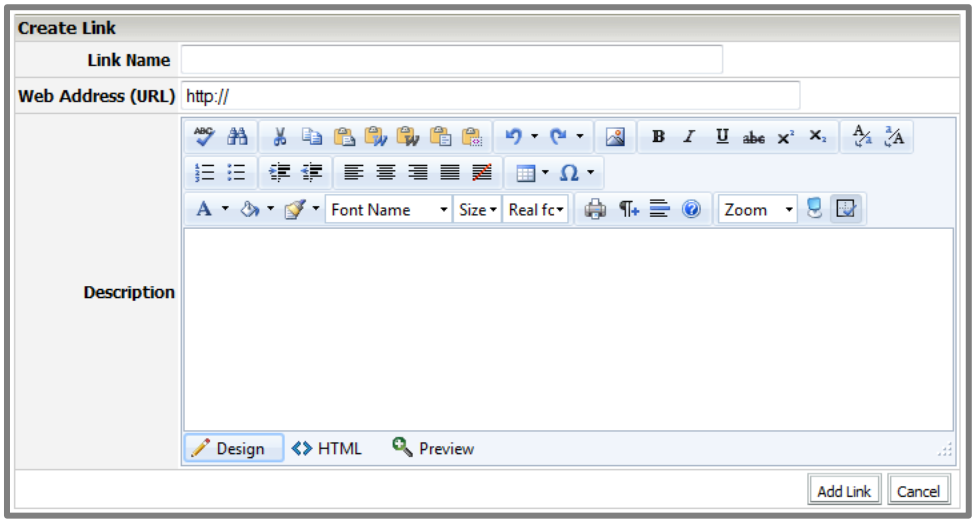
a) Click on the **Add New Item** dropdown menu and select **Link**.

b) Give your link a **Name**. This name will be displayed within your Resources.

c) Type in the full web address of the site within the **Web Address (URL)** field.

d) You may provide a **Description** to let others know of the contents of the linked site.

e) When completed, click the **Add Link** button.



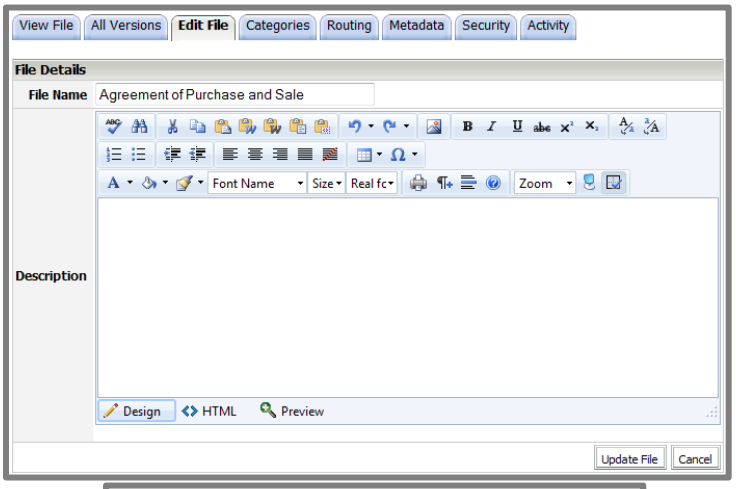
You have now created a link on your page directing to your desired website.

5) Editing a File

a) You may wish to change the name or the description of your file. Click on the *file name* you wish to edit.

Note: If your file is stored in a folder, you will have to first navigate to where your file is stored by clicking on the folder(s).

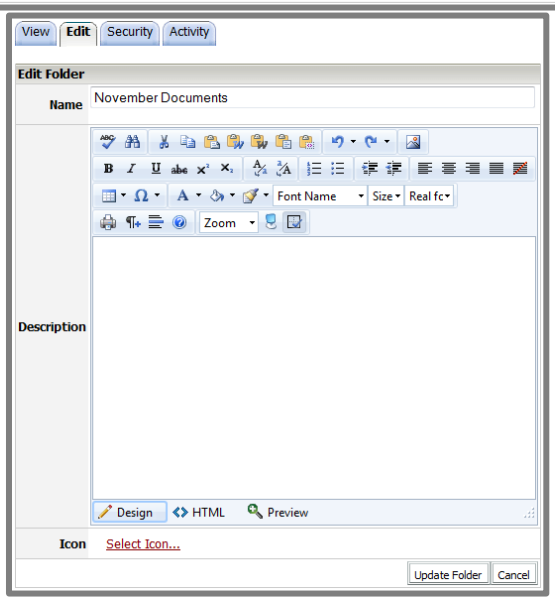
b) Click on the **Edit File** tab along the top. From here you can make changes to the name and description of your file. When you have made your changes, click the **Update File** button. This will save the changes to your file.



6) Editing a Folder

a) Click on the **Edit** tab along the top. From here you can make changes to the name, description and icon of your folder.

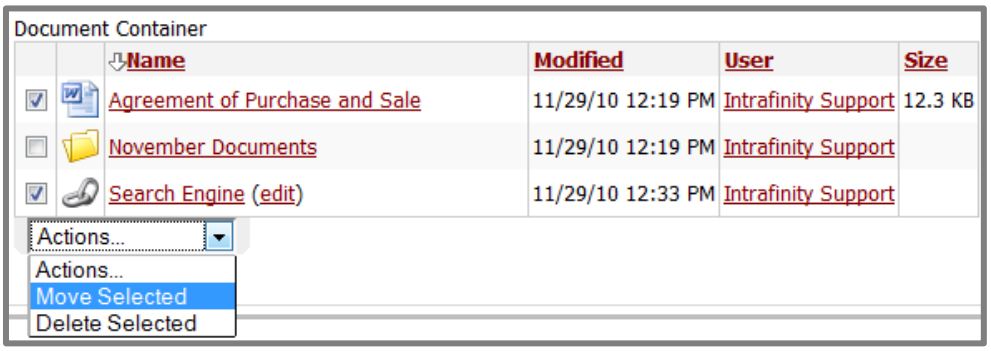
b) When you finished making your changes, click the **Update Folder** button. This will save the changes you have made to your folder.



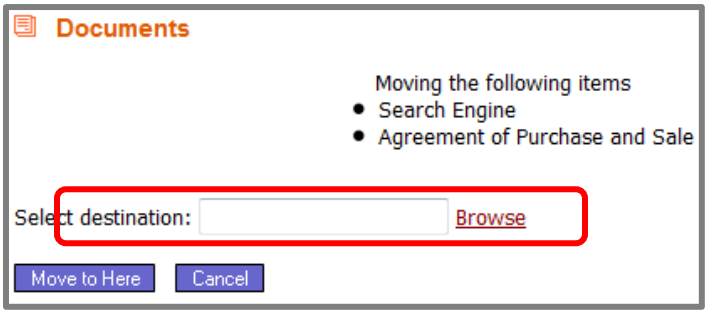
7) Moving a File or Folder

a) If you wish to move your files, folders and links to another location within your Resources, click on the **Actions** dropdown menu at the bottom of your Resources. From here select **Move Selected**.

Tip: You can save time by moving several items at once. Simply check the box next to every item you wish to move to the same new destination.



b) On this page click on the **Browse** link next to the **Select Destination** field to select a new location within your Resources for your items. A new window will pop up.



c) Navigate your way to your desired destination folder by clicking on the names of the folders on the way to your destination folder. When you have located the folder you wish to contain your selected items, click on the **Select** link on the right side of the window for that folder.

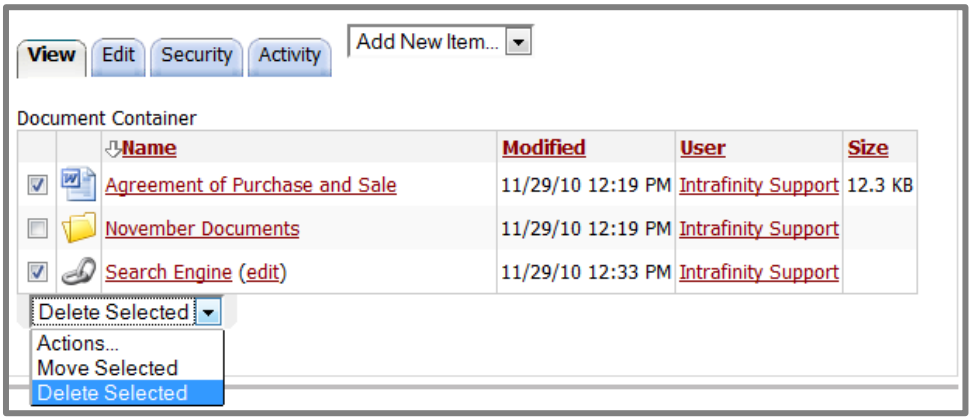
d) Click on the **Move to Here** button to move your selected items.

Pitfall: If you move a folder to a new location, all the items within that folder will be moved as well

8) Deleting a File or Folder

a) If you wish to delete items from the Resources click on the **Actions** dropdown menu at the bottom of your Resources. From here select **Delete Selected**.

Tip: You can save time by deleting several items at once. Simply check the box next to every item you wish to remove.

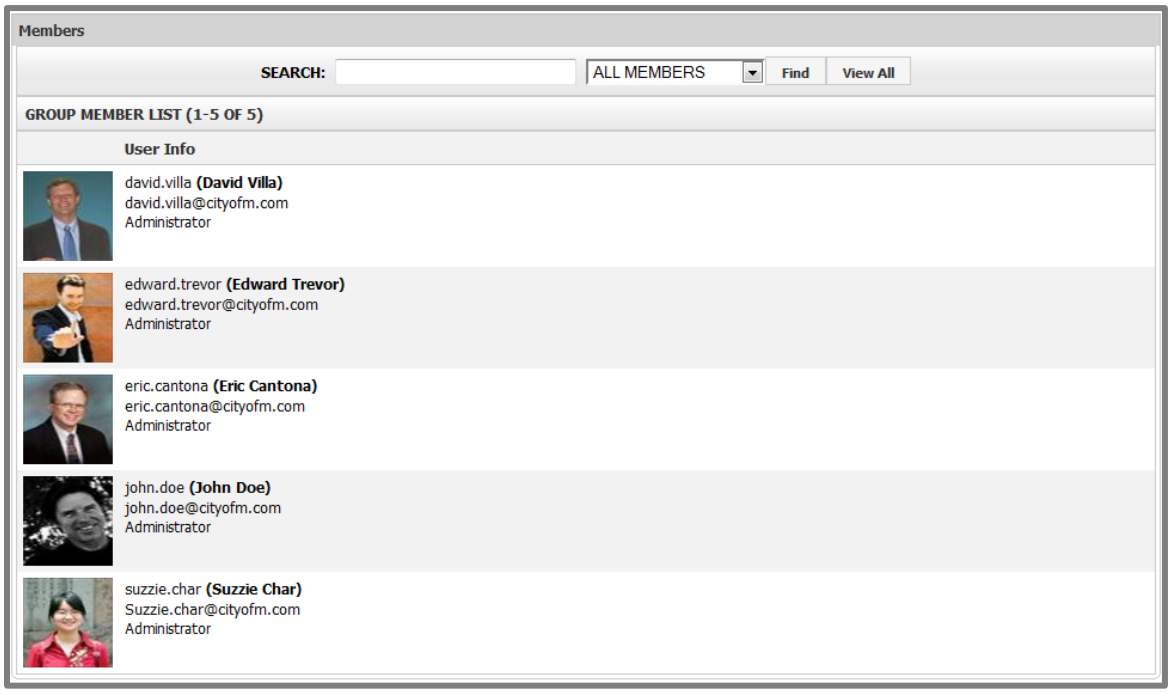


b) You will be taken to a confirmation screen. Click **Yes** if you are certain about deleting the selected items. Once deleted, the items are permanently removed, so take care to confirm that the items listed on this page are the ones you wish to delete.

Pitfall: If you delete a folder, all items within that folder will also be deleted.

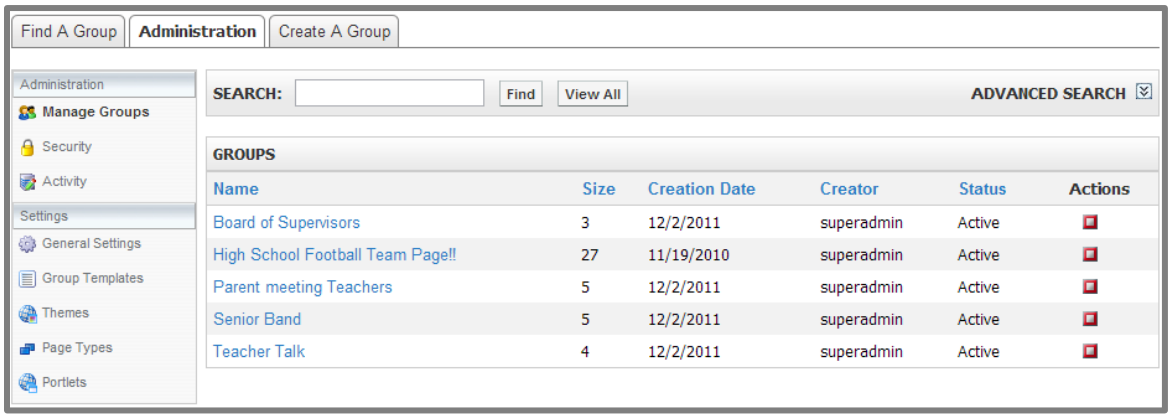
Members

The **Members** tab lists all of the group members. You can email a group member from here by clicking on the email address link. Additionally, you can search for group members using the search function.



Group Administration - Administrators Only

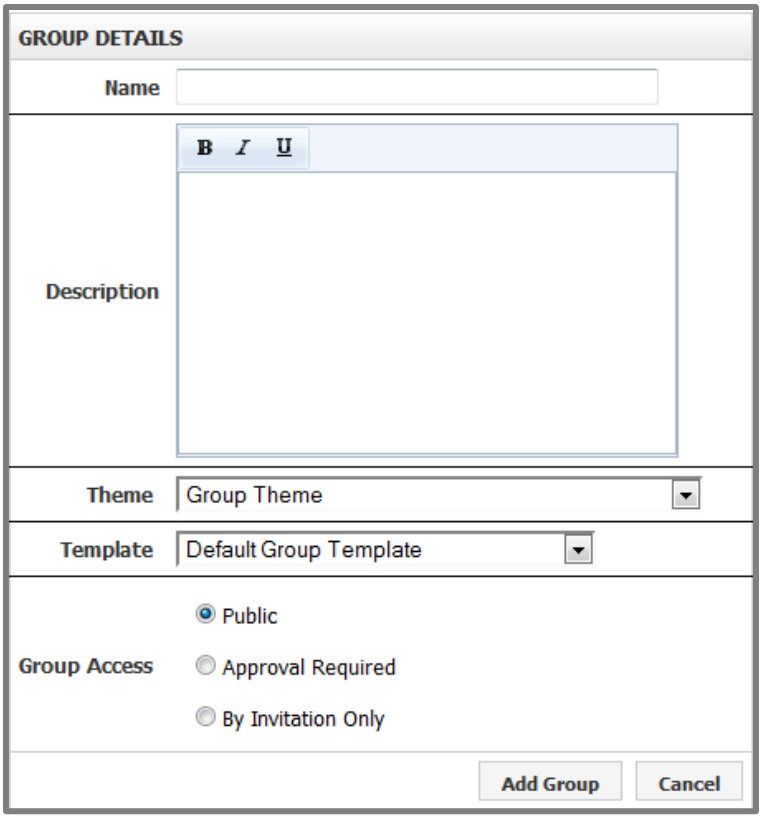
Group administrators have the most privileges as they can create groups, manage groups, security, view the activity logs and adjust the settings. This section of the user guide pertains to administrative users only.



1) Create A Group

a. Click on **Create A Group**
b. Fill in the **Name**
c. Enter in a **Description**
d. Choose the **Theme**
e. Choose the **Template**
f. Select the **Group Access**
Public - All users will be able to access and join the group
Approval Required – An administrative user will need to approve the users for the group
By Invitation Only – An invitation must be sent from a group member

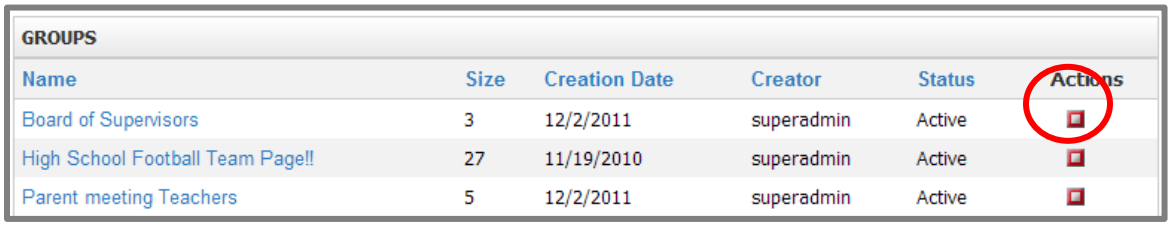
g. Click **Add Group**



2) Manage Groups

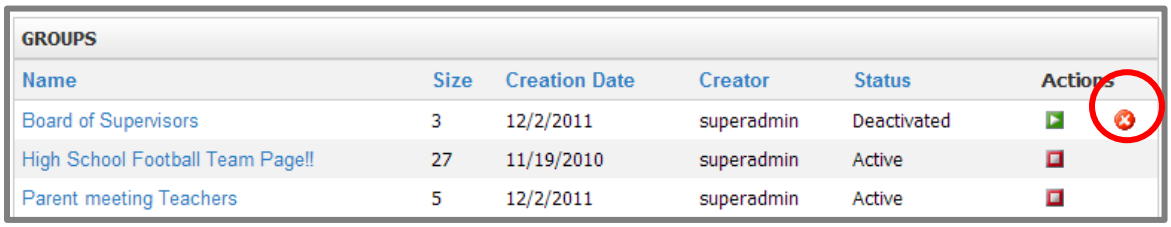
a) Deactivating Groups

Deactivating a group makes it so group members can no longer see the group as well as prepares the group to be deleted. To deactivate a group click on **Deactivate Group**.



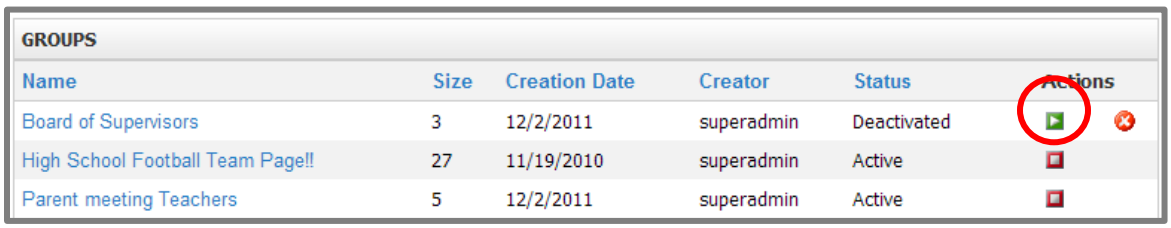
b) Deleting Groups

To **Delete** a group you must first **Deactivate** the group. Then click on **Delete**.



c) Activate Group

To reactivate a group after it has been deactivated click on **Activate**.



3) Security

The Security area allows administrators to assign and remove user based permissions from within the solution. To add a user to the security section:

1. Click **Add**.
2. Select the User and/or Group from the pop up window
3. Click **Okay**.
4. The user will now be added to the list.
5. Here you can assign granular permissions to the user, such as:

a. **Create:** Permission to create objects in the module

b. **Delete:** Permission to delete objects from the module

c. **Read:** Permission to only read objects, but not make any changes

d. **Write:** Permission to make changes to existing modules but cannot create any new object.

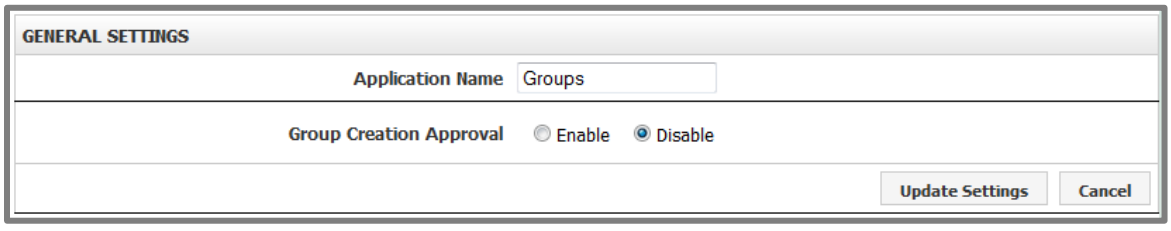
Furthermore, *Direct Permissions* refer to users who have permissions to that specific module but will not display administrator or other inherited permissions. To view inherited permissions and specific user permission, click on *Actual Permissions*.

4) Activity

The Activity section will show you what activity has been happening on the group object.

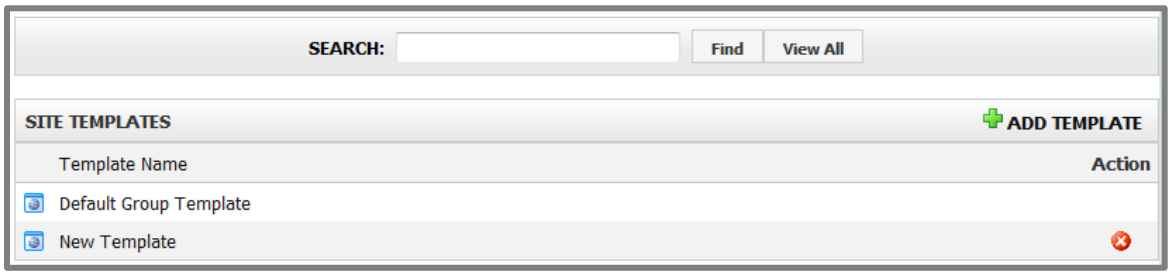
5) General Settings

The General Settings will allow you to change the name of the application and whether group creation is **Enabled** or **Disabled**.



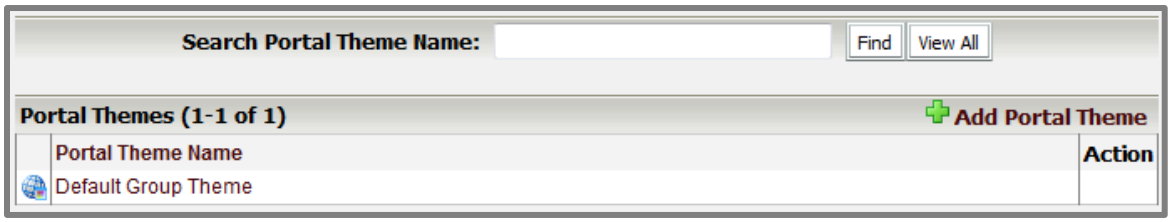
6) Group Templates

This section will allow you to add more custom templates to be used. You can only edit created templates. To edit the template click on the **Name**. If you want to delete the template click the under the **Action** menu. To add a new template click on **Add Template.**



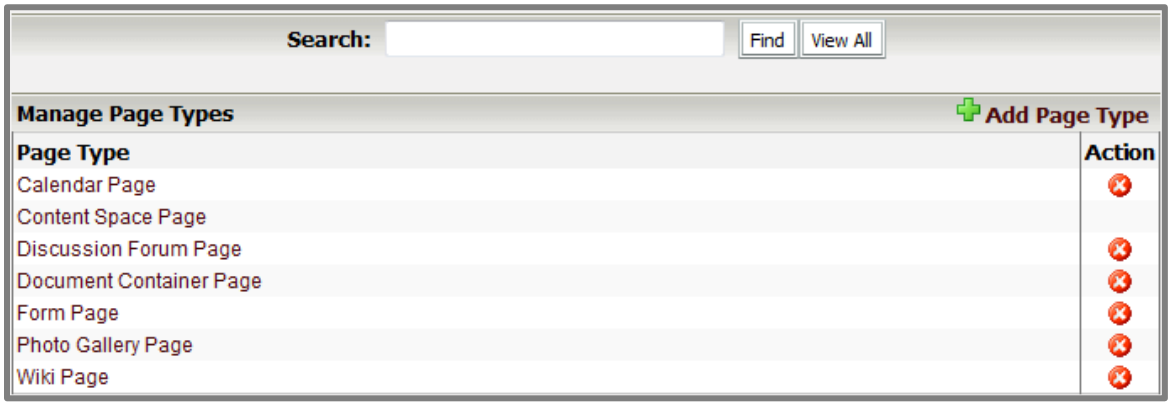
7) Themes

This section will allow you to add more custom themes to be used. You can only edit created templates. To edit the theme click on the **Name**. If you want to delete the theme click the under the **Action** menu. To add a new theme, click on **Add Portal Theme.**



8) Page Types

This section will allow you to add more **Page Types** to be used. You can only edit created page types. To edit the page type click on the **Name**. If you want to delete the page type click the under the **Action** menu. To add a new page type click on **Add Page Type.**

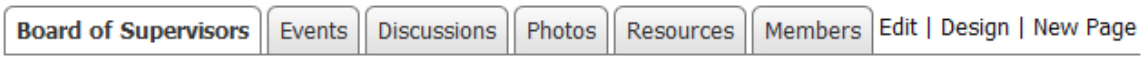


7) Portlets

This section will allow you to add more **Portlets** to be used within your group pages. To edit the portlet click on the **Portlet Name**. If you want to delete the page type click the under the **Action** menu. To add a new portlet click on **Add Portlet.**

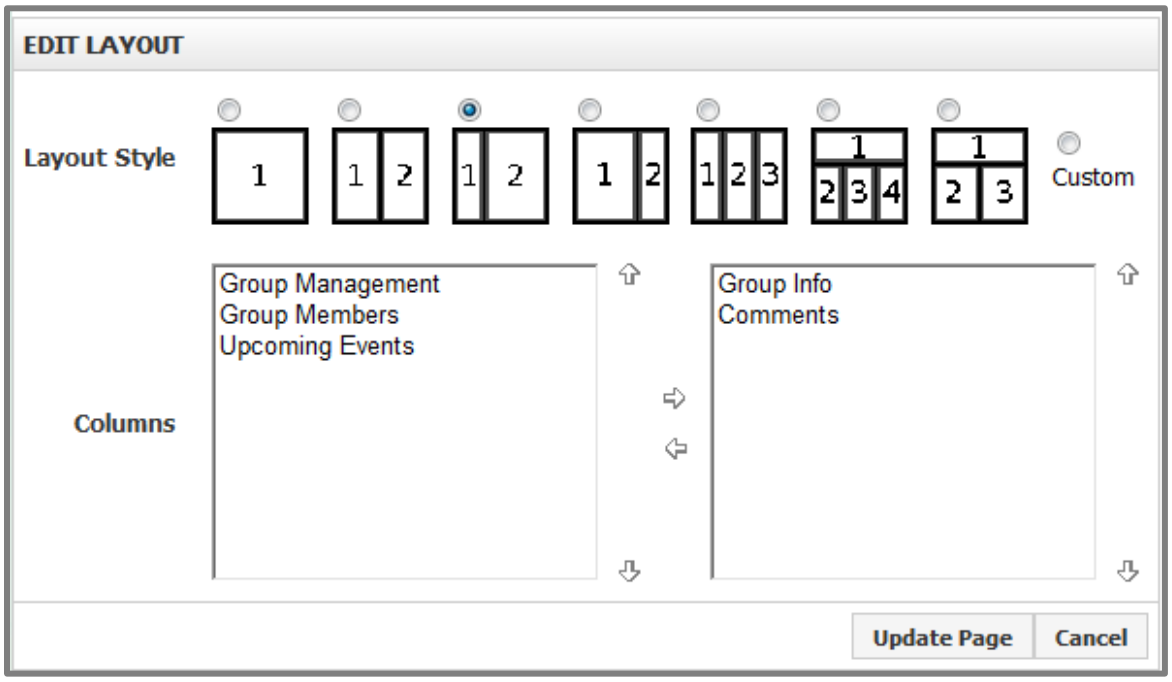
Group Page Design and Layout

Group administrators and contributors have the ability to add new pages, change the design layout and choose which portlets are present on the page.



1) Edit

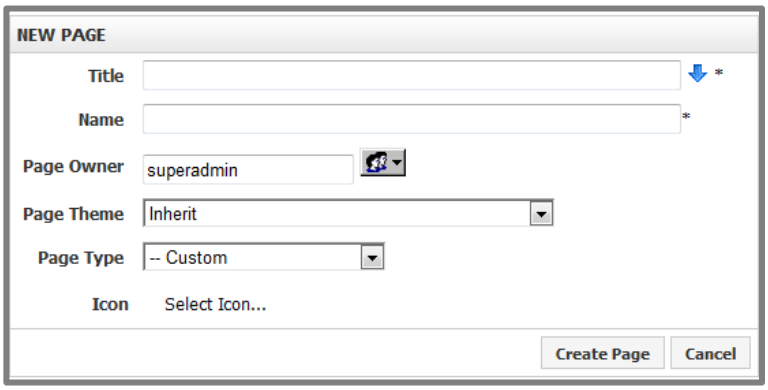
Edit allows you to update the layout of the page. To save any changes that you make click **Update Page**.



2) Design

This page will allow you to also edit the layout as well as add and remove portlets displayed on the page. To add a new portlet click on **Add Portlet to Region**. To edit a portlet if it is editable click on the **Edit** button and to delete a portlet click on **Delete**. Your changes will be saved automatically.

3) New Page



To add a new page to your group click on **New Page**. Fill in the **Title** and click the blue arrow to populate the **Name** or type in a name. Select the **Page Theme** from the dropdown menu as well as the **Page Type** and then click **Create Page**. To learn more about the different page types please refer to the Site Publish User Guide/Administrator's Guide documents.